



Exhibition Technician Assistant

Summary:

This is a part-time, 20-hour-per-week position, available immediately. This position requires working one weekend day for a minimum of three (3) hours which will be either Saturday 2:00 p.m. to 5:00 p.m., or Sunday, 9:00 a.m. to 12:00 p.m. The remaining weekday hours will be discussed and agreed upon during the interview process. The individual filling this position will be responsible for maintaining exhibit areas and troubleshooting problems which affect exhibitions with particular emphasis on those which are interactive in nature throughout the Springfield Science Museum. Under the direction of the Project Manager, the incumbent will assist with the installation and de-installation of the permanent and temporary exhibitions, and maintenance of the permanent and temporary exhibit spaces, as time permits.

Essential functions of the position include but are not limited to the following:

Circulate throughout and trouble-shoot problems affecting the operation of all the interactive exhibits within the Science Museum.

- Maintain permanent and temporary exhibit spaces to museum standards. Maintain regular cleaning schedule of the assigned exhibit spaces.
- As deemed necessary, disinfect areas and items regularly handled by the public. Clean exhibit cases and replace brochures.
- Monitor and adjust light levels in galleries.
- Walk-through buildings regularly to monitor galleries, check lighting, general conditions, and cleanliness and respond accordingly.
- Keep the Project Manager informed of exhibition/building issues.
- Maintaining supplies and equipment; and communicating equipment or supply needs
- Perform other similar duties as required or assigned.

As time allows and as assigned under the direction of the Director of Science Museum, assist in:

- Fabricating, installing, maintaining, and dismantling exhibitions; preparing galleries prior to exhibit installation; mounting permanent and temporary exhibitions; and mounting and installing labels.
- Packing and crating exhibition components as requested, transporting display components inside the Science Museum and other locations.
- Supporting set-up personnel in preparing for and/or maintaining special events and routine procedures requiring extra assistance (i.e., packing large jobs, moving large objects, loading trucks, etc.)

Qualifications include, but are not necessarily limited to:

- A Bachelor's degree or 2-3 years of experience in related services required

- Technical knowledge required to maintain interactive components for exhibition and permanent galleries.
- Training or experience in museum exhibition techniques and procedures
- Knowledge of latest packing and crating techniques
- Knowledge of physical properties of art and construction materials
- Occasional lifting or moving of item and/or material weighing up to 70 pounds.
- A valid Driver's license and weekend hours are required.
- This position requires regular use of cleaning agents and occasional exposure to paint and other maintenance products.

Interested candidates should provide a cover letter and resume to rmahoney@springfieldmuseums.org by Wednesday, May 15, 2024.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals. If you feel you have the skills necessary for this job, but do not have the specified qualifications, please apply and tell us about yourself.