



Job Title: Director of Facilities and Exhibit Maintenance
Reports to: VP of Education and Facilities
Supervises: Facilities and Exhibit Maintenance
Details: Full-Time, Salaried, Exempt, PTO, STD, Life insurance, flexible spending account and other benefits available
Hiring Range: \$40,000 - \$45,000

Background: Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children’s Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem, in the fall of 2021. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Position Summary: This position will lead the facilities and exhibit maintenance staff to provide educational and satisfying experiences for visitors at both the Kaleideum North and Kaleideum Downtown locations. This includes coordinating facility maintenance, repair, cleaning, and security of the buildings and grounds as well as installing, repairing, and fabricating exhibits. This is a physically active and team-oriented role.

Key responsibilities/Essential Duties:

Building Maintenance & Events

- Manage repairs, preventive service, and updates of buildings, grounds and parking lots by providing an advanced level of troubleshooting skills for the resolution of technical issues and by serving as liaison to external contractors when required.
- Supervise security including opening/closing and alarming of facilities.
- Order supplies required to maintain facility.
- Manage event setups and tear downs through close coordination with Education, Visitor Experience and Philanthropy departments.
- Review and advise architectural design documentation for new building under development.

Exhibit Maintenance & Construction

- Serve on exhibit development team to create in-house exhibitions.
- Provides input for the development of grant proposals for exhibits.
- Lead exhibit fabrication for in-house productions and installations. Serve as liaison to external exhibit fabricator for out-of-house exhibit productions.
- Manage all maintenance functions to ensure prompt response and proper diagnosis of exhibit failures using best troubleshooting practices to minimize downtime.
- Schedules and performs preventative maintenance for exhibits.
- Build relationships with vendors for additional technical support and emergency response.
- Oversees a clean, organized and safe workshop with appropriate tools in good working order.
- Manage Traveling Exhibits installation, de-installation, and communication and reporting with institution that owns the traveling exhibit.

Emergencies & Safety

- Oversees and ensures functionality of museum’s security features, including interior and exterior lighting, security cameras and fire/alarm systems.
- Execute security/ emergency procedures for the Museum including assisting visitors/staff in case of emergency.
- Ensure visitors’ safety as it pertains to exhibits including regular safety inspections of climbers and preventive maintenance walk through of all exhibits areas.

- Ensure staff is trained and following safe practices in regards to workshop tools and exhibit/facility maintenance procedures.

Budget & Supervision

- Supervise facility/exhibit maintenance staff including motivating key personnel to ensure a high level of technical expertise and customer service and maximizing the best use of individual and group capabilities.
- Supervise staff to ensure a regular cleaning schedule that provides a safe and sanitary museum experience.
- Manage labor expenses through proper scheduling and the use of time management skills.
- Provide assistance in establishing capital and expense budget data and controlling spending within approved guidelines.

Position Requirements/Qualifications:

- Commitment to and passion for the mission and values of Kaleideum.
- Must have a wide range of building maintenance and exhibit fabrication skills, including a working knowledge of and proficiency with a variety of power and hand tools; electric, plumbing, and heating/air repair; and painting and fabrication skills.
- General knowledge of basic cleaning procedures.
- Working knowledge of safety regulations as they apply to technical processes and museums.
- Planning and project management experience, including developing project workplans and timelines, budgeting and working with subcontractors.
- Excellent customer service skills, and the ability to interact courteously with visitors and staff.
- Relationship building skills, including the ability to collaborate, to lead and inspire a team and effectively supervise and manage employees and consultant relationships.
- A personal commitment to fostering a multicultural, diverse organization.
- Detail-oriented and a commitment to the highest quality work.
- Availability to work weekends and after hours with regularity.
- Willingness to perform additional duties, as assigned.

Experience:

- High School Graduate, College degree preferred
- 5+ year of prior experience facilities management and repair, museum exhibit experience, and/or construction, woodworking, or electrical.
- 4+ years of prior supervisory experience.
- Experience working in a team setting where a high degree of daily communication is required.
- Experience driving strategic growth and change, building profitable practices and strengthening organizational capacity while maintaining a strong foundation.
- Experience working independently, and in cooperation with other Museum departments.
- Experience using 3D design software a plus (AutoCad, Sketch Up, CNC, etc).

Must be able to lift to 50 lbs. and stand for long periods of time up to 8 hours. Maintaining the museum requires standing, walking, kneeling, crawling, stooping, bending, and crawling as well as carrying and/or lifting materials.

To apply, please submit a cover letter and resumé to edampier@kaleideum.org. No phone calls please. Review will begin May 22, 2018. Applications will be accepted until the position is filled.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.