



Job Title: Facilities & Exhibits Specialist

Reports To: Director of Facilities & Exhibits

Classification: Part-time, non-exempt

Schedule: 24 hours per week with a consistent Friday & Saturday schedule at the Downtown campus and Monday at the North campus with some flexibility required.

Compensation: \$12 per hour

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. The mission of the Museum is: Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. 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 Overview:

The Exhibits Specialist is involved in the ongoing care and maintenance of exhibits at both Kaleideum campuses. Applicant should embrace safety, be resilient, insightful, innovative, accountable, and relationship-driven with a desire to learn new things, and help ensure our campuses are presentable and ready for our guests.

Primary Duties and Responsibilities:

- Coordinates and performs daily cleanliness and safety checks on permanent, temporary and traveling exhibitions and their components
- Executes a daily inspection and list of tasks to ensure all exhibits are prepared for opening, and reset at the conclusion of the business day
- Able to troubleshoot and repair exhibit components
- Provides accurate measurements, documentation, specs and other written materials on exhibit fabrication
- Maintains a clean and orderly environment in workshop and fabrication materials storage area
- Assists in set-up/removal of traveling exhibitions and upkeep/grounds keeping of outdoor areas
- Familiar with Microsoft Office programs including Outlook, Sharepoint, Excel and Word
- Report malfunction of any exhibits, equipment, plumbing, electrical, etc. to supervisor
- Assist with facility set-up and tear-down when necessary
- Trained and prepared to work at either Kaleideum location
- Other duties as assigned

Knowledge, Skills, Abilities:

- Team player with the ability to work in a dynamic, ever-changing environment
- Proficient with basic hand and power tools
- Knowledge of working with materials including wood, laminates, plexi-glass, veneers, and metals
- Attention to detail and ability to work independently
- Ability to tolerate distractions and a noisy work environment
- Ability to read and interpret blueprints and shop drawings
- Must be able to work a flexible schedule

Qualifications:

- Commitment to and passion for the mission, vision and values of Kaleideum
- A personal commitment to fostering a multicultural, diverse organization



Job Title: Facilities & Exhibits Specialist

- High school degree or equivalent preferred
- 2 or more years' experience or equivalent in educational and/or vocational training in a combination of fields of construction, electrical wiring, mechanical equipment maintenance, or related field
- Experience with programming and operation of A/V equipment such as TV monitors, projectors, media players, etc.
- Experience working in a face paced, high traffic, public environment
- Previous experience in exhibits, museums, theater, nonprofits, and/or trade shows preferred
- Must have positive and friendly demeanor and the ability to interact effectively with Kaleideum guests and staff
- Comfortable working around museum guests and children
- Able to be adaptable and work in a fast-paced environment

Essential Physical Functions:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The physical demands include standing or walking more than half of the day, climbing stairs, lifting up to 35lbs, crouching, kneeling and twisting consistently.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a museum application, cover letter, and resume to mharshaw@kaleideum.org