

## BUFFALO SOCIETY OF NATURAL SCIENCE POSITION DESCRIPTION

### Exhibits Technician, Part Time

*Inspiring Curiosity through Exploration  
Valuing Nature's Wisdom*

**Department:** Exhibits

**Position Title:** Exhibits Technician, Part Time

**Primary Reporting Responsibility:** Head of Exhibits

**Status:** Part time / Non-Exempt (primarily Friday to Sunday)

**Overview:** At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

**Culture and Values:** The Society's culture is one of collaboration, collegiality, and teamwork. The Exhibits Technician must have a desire to work in a mission-first and audience-centered culture following the Society's core values of integrity, engagement, diversity, and knowledge. The Exhibits Technician must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

**Summary of Position:** The Buffalo Museum of Science invests and takes pride in generating an outstanding guest experience through the continuous optimal functioning of exhibits, electronic information systems, and accurate appealing signage. The Exhibit Technician is an important member of the exhibits team ensuring exhibits, systems, and signs are always in excellent condition. The position will increase the capacity of the department in producing effective exhibits, interactives, and signage. The Exhibit Technician is primarily scheduled to provide coverage on weekends, and high visitation days/evenings.

**Priority Projects:** With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning, and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

#### **Essential Functions:**

##### ***Operational:***

- Coordination with Head of Exhibits to ensure all exhibits are functioning properly, safe for guests, and appropriately supplied, including evenings, weekends, and holidays.
- Assists with electronic signage systems, ensuring that each is up to date, accurate, and in full working order, including evenings, weekends, and holidays.
- Assist with Exhibits Department workspaces and storage areas, maintain stock of supplies and ensure that equipment is in safe operating order at all times.

- Continuously look for ways to improve exhibit functionality, maintenance, and upkeep with increased efficiency.

***Design & Fabrication:***

- Fabricate, install, maintain, and dismantle items needed for exhibits, interactives, and signage.
- Assist with design, production and installation of exhibits, interactives, and signage.
- Conduct required research in cost effective solutions, best-practices, and exhibit improvements.
- Collaborate with staff from throughout the Society on the development, build and/or implementation of exhibits and experiences.
- Other tasks as assigned.

**Education, Experience, Skills, and Qualities Required:**

- High School graduate or equivalent, a degree in design preferred.
- Experience in a construction/fabrication (carpentry, painting, electrical)
- Competence working with hand tools, power tools and equipment.
- Experience in graphic production (design, printing, mounting).
- Proficiency in Microsoft Office, Adobe Creative Suite, Google Sketchup.
- Proficiency in developing, maintaining digital technologies.
- Strong organizational and problem-solving skills.
- An ability to work safely and efficiently in high-stress situations.
- Valid NYS driver's license.
- Able to understand and act upon directives from supervisor and co-workers.
- Highly self-motivated, team player, an interest in science preferred.

**Physical Demands:**

- Walking within the Museum, daily.
- Operating equipment, power, and hand tools.
- Lifting and moving exhibit elements and lumber, occasionally.
- Operating and using "man-lift" equipment, occasionally.
- Using cleaning products, solvents, adhesives, and various cutting tools, regularly.
- Able to work evenings and weekends.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The Society's culture is one of collaboration, collegiality, and teamwork. The incumbent must have a desire to work in a mission-first and audience-centered culture; produce products and experiences of exceptionally high quality; enjoy work and colleagues; and embrace the Society's core values of integrity, knowledge, diversity, and engagement.

**Equal Opportunity Employer**

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-

first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.