

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Exhibit Technician

Inspiring Curiosity through Exploration
Valuing Nature's Wisdom

Department: Exhibits

Position Title: Exhibit Technician

Primary Reporting Responsibility: Head of Exhibits

Status: Full Time / Non-Exempt

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.

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 supports the exhibits team in ensuring exhibits, systems, and signs are always in excellent condition. Additionally, this position will increase the capacity of the department in producing effective exhibits, interactives, and signage.

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.
- Regularly update Exhibits Department information and reporting systems.
- 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:

- Minimum of a Bachelor's Degree, a degree in a design field preferred.
- At least one year of experience working in a professional setting.
- 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 (Word, Excel, Outlook, PowerPoint), Adobe Creative Suite, Google Sketchup, AutoCAD.
- Proficiency in developing, maintaining digital technologies.
- Strong organizational and problem-solving skills.
- Strong researching skills, including use of the Internet.
- An ability to work safely and efficiently in high-stress situations.
- Valid NYS driver's license. Experience driving medium size box truck and fork lift preferred.
- 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 as necessary.

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.

Please send cover letter, resume, salary requirements and names of three references to Resumes@GoldhawkHR.com

EOE