



# JOB DESCRIPTION

**Position Title:** Exhibit Technician  
**Department/Division:** Exhibits

**Reports To:** Exhibits Manager  
**Status:** Part-time, Non-Exempt

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and storied organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. 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.

## Summary of Position:

The Buffalo Museum of Science invests and takes pride in generating outstanding guest experiences through the continuous optimal functioning of exhibits, electronic information systems, and accurate appealing signage. The Exhibit Technician is a critical member of the exhibits team, ensuring exhibit experiences are always in excellent working condition. The ideal candidate will be reliable, hardworking, and possess the ability to troubleshoot, repair, and maintain both physical and electronic exhibit components. The Society's culture is one of collaboration, collegiality, and teamwork. The Exhibit Technician must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Exhibit Technician must be able to consistently produce high quality experiences and enjoy collaborating with colleagues.

## Essential Responsibilities:

- Coordinate workflow with Exhibits Manager to ensure all exhibits and experiences are functioning properly and are safe for guests to enjoy.
- Assists with maintaining and repairing exhibit experiences, electronics, and computer-based systems, ensuring that each exhibit is always up-to-date, accurate, and in full working order.
- Assist with maintaining supply inventories and ensuring that all tools and equipment are always in safe operating order.
- Regularly update accurate written information, records, and reporting systems.
- Continuously seeking and suggesting methods to improve the functionality, look & feel, and overall performance of exhibits with increased efficiency.
- Fabricate, install, maintain, and dismantle items needed for exhibits, interactives, and signage.
- Assist with design, production, and installation of exhibits, interactives, and signage.
- Conduct research for cost effective solutions, best practices, and exhibit improvements.
- Collaborate with staff from entire Society on the design, development, and fabrication of exhibits and experiences.
- Present a friendly, welcoming, and helpful attitude.
- Perform other duties as assigned.

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

- Bachelor's Degree preferred, focus on electronics and/or technology, exhibit design, museum studies, etc.
- One year of experience working in a professional setting.
- Experience in installing, repairing, maintaining, and troubleshooting various electronic systems and equipment, digital media, audio-visual presentation, and the like are preferred.
- Competence working with hand tools, power tools, and equipment.
- Experience producing effective tools for communicating ideas like layouts, design drawings, presentations, video, and the like.
- Proficient in maintaining and repairing electronics, computers, video-digital technology.
- Proficient in using software like Microsoft suite, Adobe suite, Bright Sign, etc.
- Strong organizational and problem-solving skills.
- Ability to work safely and efficiently in stressful situations.
- Valid NYS driver's license. Experience driving medium size box truck and forklift preferred.
- Able to understand and act upon directives from supervisor and co-workers.
- Self-motivated, works well independently and as a team player.
- An interest in science and technology preferred.

**Physical and Other Demands:**

- Adhere to uniform policy, dress in brand, or supervisor-approved clothing.
- Able to frequently move around the building.
- Operating equipment, power, and hand tools.
- Lifting and moving exhibit elements and lumber, 50-100 lbs. occasionally.
- Operating and using "man-lift" equipment, occasionally.
- Using cleaning products, solvents, adhesives, and various cutting tools, regularly.
- Able to read, understand, and write printed and digital documents.
- Able to operate a standard computer system (screen, keyboard, mouse).
- Able to work flexible hours, including weekends, holidays, and occasional evenings.
- Regular attendance is an essential function of the job.

**To Apply:**

The salary for this position is \$18.00 per hour, along with a competitive benefits package. Interested candidates should send a cover letter and resume to [bmaier@sciencebuff.org](mailto:bmaier@sciencebuff.org).

**Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.