

## **JOB DESCRIPTION**

---

**POSITION TITLE:** PART-TIME EXHIBIT MAINTAINER  
**DEPARTMENT:** EXHIBITS  
**SUPERVISOR:** EXHIBIT MANAGER

---

### **REQUIREMENTS:**

- Background in exhibit construction, woodworking, building and/or maintenance
- Demonstrated practical construction & mechanical skills including experience with basic wood shop stationary machines and hand tools, as well as knowledge of tool & shop safety
- Familiarity with a wide variety of building materials & techniques used in exhibit fabrication & repair- especially basic box & cabinet- making & woodworking
- Familiarity with basic plumbing & water-systems for our water exhibits- a plus
- Ability to read basic plans and to understand and follow directions for production and maintenance/repair tasks
- Ability to recognize, prioritize and proactively address exhibit shortcomings that negatively impact visitor safety & experience and to organize your own work accordingly
- Ability to present a friendly, welcoming presence on the exhibit floor and to interact in a friendly, welcoming way with visitors
- Ability to organize materials, tools, equipment and props
- Ability to work independently as well as taking direction and work well in a team process that requires all members of the Exhibit Maintenance staff to be active in maintaining the exhibits to a high standard for maximum visitor experience.
- Flexibility to adjust schedule to cover for other members of the exhibits maintenance team so that an exhibits maintainer is on duty whenever the museum is open to the public
- Strength to move, lift, and handle heavy objects
- Ability to use email & internet
- Must be willing and able to be a NYC fire warden

### **RESPONSIBILITIES:**

- Daily start-up, set up, shut down, exhibit maintenance, cleaning of exhibits and related materials such as props, special flooring, water features, etc.; addressing exhibit problems as they arise during the day
- Proactively & in a self-directed way, identify and address exhibit problems-this includes maintaining exhibit lighting, inspecting exhibits for malfunctions, reporting malfunctions and fixing them as indicated; tidying and resetting exhibits & props throughout the day; replacing props as needed; and whatever else is needed to maintain clean, safe, fully-functioning, visitor-friendly exhibits
- Fabrication and modifications in the exhibit shop of props, mounts, exhibit furniture, light work with Plexiglas, repairs of exhibits, and other building and repair activities as needed or directed
- Maintain a safe, orderly shop

- Assist with movement, storage, or other projects involving collection objects, under supervision of the collections staff, with sensitivity to the special needs of collections
- When in public areas of the museum, interact with visitors in accordance with BCM standards to support a positive visitor experience
- Follow all museum policies & procedures
- Fulfill other duties as requested by Exhibits Manager or Collections Manager

**WORK SCHEDULE:**

28 hrs per week (4 days):

Fridays, Saturdays, Sundays & Mondays 9am- 5pm (or 7am – 3pm) or Mondays, Tuesdays, Fridays, & Saturdays - with exceptions to accommodate occasional late nights and special events or circumstances. Also occasionally, you may be asked to work some other days if you are available.

**PAY RATE:**

\$18/Hour

**APPLY:**

Please email cover letter & resume to: Erik Fiks, Manager of Exhibits:

[efiks@brooklynkids.org](mailto:efiks@brooklynkids.org)

Applications will be reviewed on a rolling basis with priority given to those received by January 25, 2019 or before. Only those candidates selected for an interview will be contacted. No telephone calls or follow-up emails for position inquiries, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

**ABOUT BROOKLYN CHILDREN’S MUSEUM**

Brooklyn Children's Museum ([www.brooklynkids.org](http://www.brooklynkids.org)) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum’s mission is to provide inspiring first cultural experiences to children and their families, with the goal of setting them on a path to life-long appreciation of culture, including visual art, performance, and sciences. The Museum serves 250,000 children and adults annually through its school, public, and after school programs.