



Exhibit Maintainer Job Description

Department: Exhibits

Reports To: Manager of Exhibits

Employment Type: Full-Time, Non-Exempt, Union-Eligible

Schedule: (Tuesday–Saturday, 35 hours/week)

Salary: \$50,000–\$55,000

Brooklyn Children's Museum (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 early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 250,000 children and adults annually. The Museum operates in a 100,000 square foot LEED-certified building owned by the City of New York; BCM also maintains 30,000 square feet of outdoor space, including a rooftop terrace and garden.

Position Summary

The Exhibit Maintainer is responsible for ensuring that Brooklyn Children's Museum's public exhibit spaces are safe, engaging, and fully operational. This role owns the systems, routines, and repairs that support the Museum's high-quality visitor experience, while also contributing to exhibit improvements, shop safety, and cross-team coordination. The role balances hands-on maintenance work with thoughtful process improvements and clear documentation to support long-term sustainability.

Responsibilities

1. Daily Exhibit Operations, Safety & Incident Response

Own the systems that ensure exhibit spaces are clean, functional, and safe for visitors and staff each day.

Essential Duties:

- Lead the daily opening and closing of exhibit galleries, ensuring they meet BCM's safety and presentation standards.
- Develop and maintain opening, closing, and reset checklists to ensure consistent routines across all spaces.
- Conduct daily walkthroughs to identify maintenance or safety issues, prioritize them, and initiate resolution. Will coordinate resolutions with the Exhibits Manager and Director of Exhibits.
- Respond promptly to exhibit-related incidents or hazards (e.g., leaks, broken props, urgent repairs) in coordination with Facilities or Security when needed.
- Perform routine and emergency repairs to exhibit components using appropriate tools, materials, and techniques, including fabrication and modification of mounts, fixtures, and acrylic barriers as needed.
- Maintain and update documentation of identified issues, walkthrough logs, and completed actions.
- Recommend and implement adjustments to routines, signage, or procedures to improve safety and visitor experience.
- Recommend and implement material or design improvements for high-use or frequently damaged exhibit elements.
- Assist with fabrication and preparation for exhibit installations and special projects

2. Shop, Prop & Materials Management

Oversee the organization, maintenance, and safety of the Exhibits woodshop, tools, and consumable exhibit materials.

Essential Duties:

- Maintain a clean, organized, and safe shop environment aligned with OSHA and BCM safety standards.
- Track and restock consumable exhibit materials (manipulatives, props, signage, etc.) in coordination with Visitor Experience and Education departments.



- Inventory and maintain tools, equipment, and supplies for exhibit maintenance and repair; flag items for replacement or servicing.
- Document supply needs, equipment needs, and complete inventory checks in coordination with Manager of Exhibits and Exhibits department systems and processes.
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3. Cross-Team Communication, & Gallery Support

Ensure that exhibit-related information flows clearly between departments and supports seamless operations across the Museum.

Essential Duties:

- Serve as an Exhibits Department contact for Visitor Experience staff regarding prop resets, damage reports, and exhibits/exhibit gallery readiness when needed.
- Communicate timelines for repairs, replacements, or closures to direct supervisor and relevant colleagues.
- Collaborate with Visitor Experience, Education, and Collections teams to coordinate exhibit setups and program-aligned materials.
- Participate in cross-departmental check-ins, walkthroughs, and meetings related to gallery maintenance or feedback.
- Capture and share input from floor teams to inform future exhibit improvements or resets.

4. Exhibit Development, Installation & Special Projects

Support exhibit changes, prototyping, and gallery transitions by contributing fabrication skills and logistical support.

Essential Duties:

- Assist in exhibit installations and removals, including moving components, prepping and repairing of walls and building elements, and securing materials.
- Build prototypes, mock-ups, or support materials as part of exhibit testing and feedback cycles.
- Collaborate with the Exhibits Department staff and external partners on sourcing materials or building elements for special projects.
- Support with movement, safe storage, and transport of exhibit materials or collections, as needed.
- Track tasks, materials used, and notes during each installation or transition to inform future planning.

5. Intern & Junior Staff Support

Guide and support seasonal staff, interns, or fellows in their day-to-day work and skill development.

Essential Duties:

- Train seasonal or entry-level team members on safety protocols, daily tasks, and shop etiquette.
- Assign and oversee maintenance or reset responsibilities during installations or gallery prep.
- Provide, alongside exhibits department, informal coaching and task guidance to support team learning and accountability.
- Ensure all interns follow safety procedures and contribute to a clean, respectful work environment.
- Maintain onboarding materials, task lists, and training documentation as needed.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Responsibilities may evolve based on organizational needs; the employee may be required to perform additional duties aligned with the scope of the role, with or without notice.

Preferred Qualifications

- BA degree in fine arts, design, education, art education, museum studies, or related field or comparable experience
- Demonstrated practical construction and mechanical skills including experience with basic wood shop



stationary machines and hand tools, as well as knowledge of tool and shop safety.

- Working knowledge of building materials and techniques, plastics, metal work, electrical and electronics
- Familiarity with basic plumbing and water systems
- Excellent organizational skills: ability to keep track of orders, vendor accounts, paperwork, and engage in a variety of projects simultaneously
- Minimum 3-5 years of related experience in exhibit construction, woodworking, building and/or maintenance.
- Excellent written and oral communication skills
- Basic graphic design skills
- Proven ability to research and specify materials, equipment, hardware, and props
- Comfortable interacting with and communicating with museum visitors ages 0-8 and their caregivers
- Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange
- Proficient with Adobe CS, PCs, Microsoft Office, Google Apps, and Dropbox, SketchUp, and similar software.

Apply

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] – Exhibit Maintainer” in the subject header. Only those candidates selected for an interview will be contacted. No telephone calls or emails for position inquiries or follow-ups.

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.