

Position: Exhibits Fabricator
Reports to: Chief Operating Officer
Status: Full-time
Schedule: Variable schedule. Some Saturday, Sunday, evening, and holiday availability is required.
Compensation: \$48,000 – \$60,000 annually

Objective: Reporting to the Chief Operating Officer, the Exhibits Fabricator is responsible for the prompt resolution of issues related to the upkeep and preservation of exhibits within the museum. Fabrication duties include the production, finish, maintenance and evaluation of interactive exhibits and exhibit environments. The Exhibits Fabricator will have the opportunity to be an integral part of an exciting and constantly evolving museum. This position also will provide some facilities support and provide events set-up and clean-up.

Requirements: An ideal candidate for this position is a mature, responsible, dependable, detail oriented, calm self-starter who enjoys working in a fast-paced environment; is team-oriented and satisfaction driven person; can handle multiple tasks simultaneously; and possesses a flexible schedule. Must have excellent supervisory skills, as well as superior written and verbal communication skills. Must have a passion for tinkering, helping people discover and explore science, technology, art, and math.

The Exhibits Manager must have the ability to read and create technical drawings, manage projects, work within budget, track expenses, and contract obligations and have experience with a wide range of materials. An understanding of the application of universal design, attention to detail is necessary.

- College degree in science, engineering, art, or education or four years fabrication, mechanical or construction-related experience preferred.
- Experience with hand and power tools for woodworking and metalworking.
- Welding experience preferred
- Knowledge of electronic, hydraulic, and mechanical systems helpful.
- Expressed interest in science, scientific phenomena, art, and education.
- Experience in designing and fabricating interactive exhibits is preferred.
- OSHA safety certification preferred.

While performing the duties of this job, the employee is frequently required to walk, stand, and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds with or without reasonable accommodation alone and up to 100 pounds in tandem. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: General workshop environment. While performing the duties of this job, proper safety equipment must be used and worn at all times. Work requires walking, standing, and sitting. Computer work will be completed in an office setting.

Job functions: The duties and functions of this position include, but are not limited to:

- Work independently and as a member of exhibit team and with outside designers and contractors on all aspects of exhibit development. This includes, but is not limited to production, finish, installation, and maintenance of interactive exhibits and exhibit environments.
- Take part in long-term exhibit planning.
- Review end of day reports and provide regular exhibit maintenance, including painting and cabinetry repair, in a meticulous and expeditious manner.
- Fabricate exhibit and program materials, using woodworking and metal tools including but not limited to: band saw, table saw, drill press, welders, metal lathe and mill.
- Purchase exhibit supplies and materials as approved by the COO.
- Supervision, scheduling, and direction of work for the Exhibit Assistants.
- Collaborate with outside designers and fabricators.
- Train staff, volunteers, interns, and visiting exhibit developers in machine use and safe shop practices.
- Oversees all aspects of workshop, including upkeep, cleaning, safety, storage, procurement of shop tools and materials, and shop inventory.
- Assist Facilities Assistant and COO in ordering supplies including for cleaning and building maintenance, and other materials required to keep the building in fully functioning order.
- Support the Events team in preparation of The Discovery's facilities for rental and special event functions, including set-up, tear-down, and post-event clean up.
- Assist with snow removal during the winter months to ensure safety for employees and visitors.
- Assist building engineer in support of routine building repairs (i.e. light painting, sprinkler maintenance, etc.).
- Assists the building engineer in determining how, what, and where professional contractor support is needed if systems fail. Will act as a liaison with contractors in building engineer's absence.
- Identify safety hazards and notify COO. Will assist in identifying solutions in the maintenance of a safe environment for Museum staff and visitors.
- Maintain current and accurate financial records, including reconciliation of receipts associated with assigned credit cards.
- Assist in the coordination of installation of new exhibits and removal of retired exhibits. Use of ladders will be required. Experience with forklift and pallet jacks preferred.
- Monitor supplies and inventory of exhibit replacement items. Purchase items as necessary.
- Other duties as assigned by the COO and CEO.

The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. The Discovery maintains the right to augment or delete duties and responsibilities as business dictates.

How to Apply

Please e-mail resume, cover letter and three references to jobs@nvdm.org. No phone calls please. Pre-employment background check and drug screening are required.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.