

Job Description: Exhibits Floor Supervisor (full time exempt)

Summary:

The focus of this position is on the daily care and upkeep of exhibit components; ensuring they are maintained to a high level and conducting or arranging repairs when required. The candidate must be a “self-starter” with a strong customer service ethic, the ability to analyze situations and troubleshoot problems and deliver appropriate solutions. The ideal candidate will possess a general working knowledge of accepted museum/gallery standards in regards to exhibit maintenance and construction, use of tools and equipment and the ability to research, identify, and procure parts and supplies using online computer, printed catalogs and other sources.

Basic Function and Responsibilities (including but not limited to):

- Support exhibit maintenance, cleanliness and repair needs. Where possible, effect immediate repairs, and assess the need for changes in design or materials.
- When required, acquire parts, equipment or external expertise to assist in effecting repairs.
- Maintain exhibit maintenance records according to manufacturer’s warranty requirements.
- Utilize mechanical drawings, schematics, and product manuals towards repair and maintenance of exhibit components.
- Construct and install museum exhibit structures and other elements using a range of materials and tools/equipment.
- Must be comfortable working with a wide variety of power tools and workshop equipment: table saw, skill saw, pneumatic tools, router, etc.
- Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces.
- Maintain inventory of building materials, tools/equipment and exhibit consumables and order supplies as needed.
- Maintain a complete inventory and status reports for all museum exhibits and their associated AV and computer equipment, components and casework.
- Assist in the setup and tear-down of temporary/traveling exhibits and displays.
- Participate in finish and detail work on exhibit environments.
- As required, assist with set-up and strike for special events and rental functions.
- As required, assist with exhibit-related work at off-site locations.
- As required, assist building services staff in projects.

Physical Demands:

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and

manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Qualifications:

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- Knowledgeable in the use of basic carpentry techniques, hand tools, power tools, basic electrical wiring and lighting, paints and adhesives, and associated safety practices.
- Prior experience in museum/gallery or tradeshow exhibit fabrication a plus.
- Basic understanding of audio-video equipment, with the ability to learn new skills in regards to operating and maintaining specialize A/V systems.
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to communicate effectively both orally and in writing.
- Ability to keep and maintain accurate records.
- Demonstrated ability to solve problems independently and show initiative as well as work as part of a team to land upon best direction to ensure the very best experience for each museum guest.
- Willingness to work flexible schedule including evening and weekends.
- Proven expertise or work experience with emphasis on design, museum studies, fine arts, or in a related specific trade/skill. Prior experience working in a museum or gallery environment a plus.
- Ability to read, analyze and interpret design schematics, shop/fabrication drawings, and standard business documents. Ability to write reports, business correspondence, and procedural guides. Ability to effectively present information and respond to questions from co-workers and the general public.
- A valid Texas driver's license is required.

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