



Job Title: Facilities and Exhibits Specialist

Reports to: Director of Facilities and Exhibit Maintenance

Details: Full-Time, Salaried, Exempt, PTO, STD, Life insurance, flexible spending account and other benefits available

Hiring Range: \$24,000 - \$27,000

Background: Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem, in the fall of 2021. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Position Summary: Primarily housed at the North location, this position responds to the general maintenance of exhibits, cleaning, building services and visitor safety at Kaleideum. Additional duties include minor repairs, painting and deep cleaning. This is a physically active and team-oriented role. Weekend, evening, night and holiday hours will be required throughout the year.

Key responsibilities/Essential Duties:

Building Maintenance & Events

- Participates in the maintenance, repair, and safety of all exhibits
- Sustain an open, supportive, and collaborative relationship with all members of the Exhibits and Facilities Team
- Building maintenance and repairs
- Participates in the development of new exhibits from concept to completion when needed
- Installation and de-installation of traveling exhibits
- Perform daily safety inspection of exhibits and preventive maintenance walk through of all exhibit and facility areas, including the outdoor environmental park
- Follow up on any reports by staff of non-working exhibit components, building or safety issues
- Immediately repair/replace any broken or non-functioning parts of exhibit components
- Maintain a clean, organized and safe workshop with appropriate tools in good working order
- Assist with event setup/breakdown
- Performs opening and closing duties of the Museum
- Understanding of the preparation and procedures necessary to ensure the safety of those on the property as well as the property itself
- Assists in executing security/ emergency procedures for the Museum
- Assist visitors/staff in case of emergency
- Ensure high standards of exhibits aesthetics
- All other duties as assigned to meet Museum needs

Position Requirements/Qualifications:

- Commitment to and passion for the mission and values of Kaleideum.
- General knowledge of basic cleaning procedures and techniques
- Jack of all trades with the ability to prioritize, multi-task and make quick decisions when needed
- Ability to work quickly, effectively and responsibly without constant direction
- Painting and light construction skills a plus
- Detail-oriented and a commitment to the highest quality work
- Excellent customer service skills, and the ability to interact courteously with visitors and staff

- Comfortable working around children and large crowds
- Working knowledge of power and hand tools, electric repair, painting and fabrication skills; proficient with a variety of hand and power tools
- Good written and verbal communication skills
- Willing to listen, follow directions, learn new ideas and share opinions in an appropriate way
- Working knowledge of safety regulations as they apply to technical processes and museums
- Willingness to do whatever is necessary to get the task accomplished
- Must be able to perform work duties/ responsibilities for extended periods of time; may include standing, walking and lifting
- Maintain a valid driver's license for running Museum related errands
- Reliability and dependability to support the Museum and Facilities team is a must
- A personal commitment to fostering a multicultural, diverse organization.
- Flexible availability to work weekends and after hours with regularity
- Willingness to perform additional duties, as assigned.

Experience:

- High School Graduate or GED required, college degree preferred
- 2 years' experience of related exhibits/"handyman"/creative/DIY work
- Experience working in a team setting where a high degree of daily communication is required.
- Experience working independently, and in cooperation with other Museum departments.

Must be able to lift to 50 lbs. and stand for long periods of time up to 8 hours. Maintaining the museum requires standing, walking, kneeling, crawling, stooping, bending, and crawling as well as carrying and/or lifting materials. May be exposed to extreme weather conditions. Must be able to work in open area with other employees.

To apply, please submit a cover letter and resumé to edampier@kaleideum.org. No phone calls please. Review will begin June 5, 2018. Applications will be accepted until the position is filled.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.