



Job Title: Director of Facilities & Exhibits

Reports To: Vice President of Learning & Facilities

Classification: Full-time, salaried, exempt

Schedule: 40 hours per week. Primarily based at Kaleideum's North location, but must be able to travel to Downtown location for work, meetings, etc. Must work schedule that includes days with occasional nights, and weekends

Compensation: \$39,000 - \$44,000

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 2022. 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 Overview:

The Director of Facilities & Exhibits oversees all facets of the museum's built environments and our facilities care. This includes being directly involved with exhibits daily operations, team development, exhibits project management, exhibit and theatre design, and our new traveling exhibits program, and overseeing campus maintenance, life safety and security, and housekeeping at both Kaleideum campuses! The Director will enhance our indoor and outdoor exhibits, develop our talent, maintain our buildings and grounds, and build and leverage relationships with vendors and business partners.

The successful candidate demonstrates our core values and is resilient, insightful, innovative, accountable, and relationship-driven with a desire to learn new things and remain current on successful strategies in exhibit experience design and exhibit trends. The successful applicant is charismatic, detail-oriented, adaptable, and enthusiastic about being a vital part of the Kaleideum team. The effective candidate will be a thought partner with senior leadership and will collaborate with peers and his or her team to successfully maintain our campuses and exhibits and prepare our exhibits and team for the future in our new building.

Duties and Responsibilities:

Leadership (40%)

- Collaborate to fulfill goals in Kaleideum's strategic plan
- Oversee daily exhibit operations ensuring both campuses are ready and open for business at the proper time
- Manage and coach talented team of full-time, and part-time facilities and exhibits professionals at both campuses
- Collaborates with colleagues to deliver the best guest experience
- Manage budget by managing labor expenses, ordering proper supplies, and attention to billing details when invoiced

Exhibits Management (40%)

- Manage Kaleideum outgoing traveling exhibit program including promotion, collaboration, scheduling, installation, deinstallation, and communications
- Manage incoming and outgoing traveling exhibit contracts between Kaleideum and host museums

- Collaborates with Planning Department that exhibits are aligned with Kaleideum's learning philosophy, are culturally inclusive, reflect diversity, and comply with accessibility and safety standards
- Generates or supervises exhibit schematic design, design development, and prototyping as necessary
- Develop project workplans, timelines, and budgets
- Supervise and participate in exhibit fabrication and installation
- Chair internal exhibit development team and lead development of in-house exhibitions
- Ensures adequate inventory of exhibit props and loose parts
- Schedule preventative maintenance of exhibits, and diagnose and troubleshoot exhibit challenges to minimize downtime

Facilities Management (15%)

- Oversee maintenance, repairs, preventative maintenance, and updates of buildings, grounds and parking lots for both campuses
- Build relationships and serve as liaison to vendors, external contractors and business partners
- Manage museum's security features including, access control, security camera system, emergency lighting, and life safety systems
- Serve as initial point of contact for security alarm company
- Implement public safety and emergency procedures including assisting guests and staff during emergencies
- Oversee clean, organized, and safe facilities shop with tools in working order and ensure staff is trained in shop safety

Other Duties as Assigned (5%)

- Collaborates on Kaleideum-wide projects
- Performs additional duties appropriate to the position, as assigned

Knowledge, Skills, Abilities:

- Commitment to and passion for the mission, vision and values of Kaleideum
- A personal commitment to fostering a multicultural, diverse organization
- Excellent communication and interpersonal skills in order to effectively work with a variety internal and external people and personalities; verbally and in writing
- Demonstrated experience in team management and development
- Demonstrated experience in project management
- Knowledge of construction sufficient to design for efficient museum fabrication
- Working knowledge of safety regulations
- Experience developing project workplans, timelines, and budgets and working with subcontractors
- Budgeting and budget tracking
- Creative team player with the ability to collaborate in a dynamic, ever-changing environment
- Strong project management and time management skills, including the ability to manage multiple projects simultaneously, delivering on budget and within deadline
- Knowledge of exhibit fabrication materials and finishes that are durable and nontoxic for early learning environments
- Strong organizational skills will be needed because the schedule will vary from day to day

Required Qualifications & Experience:

- Four-year college degree, master's degree preferred, or combination of work experience and education
- Prior experience in children's or science museums
- 5+ years' experience designing and fabricating interactive exhibits for public audiences
- 3+ years' experience of project management
- 3+ years' experience in team management and development
- Basic shop skills required, materials, AV, and electronic components experience preferred



- Experience working in a team where a high degree of daily communication is required
- Demonstrated ability in team building, collaboration and motivating others
- Exceptional communication, writing, public speaking, and interpersonal skills
- Proficient in Microsoft Office 365 online suite of products
- Experience using 3D design software such as AutoCad, Sketch Up, CNC, etc. a plus

Essential Physical Functions:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The physical demands include standing or walking more than half of the day, climbing stairs, lifting up to 50lbs, crouching, kneeling and twisting consistently indoors and outdoors.

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.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a letter of interest and resume to mharshaw@kaleideum.org.