

MUSEUM OF DISCOVERY

Traveling Exhibits Technician

Full-Time, Non-Exempt



Job Summary

The Traveling Exhibits Technician is responsible for the care, fabrication, installation, and maintenance of the Museum of Discovery's in-house and traveling exhibits. This role works closely with staff and the Exhibits Director to coordinate shipping, delivery, and on-site installation for both in-house and current/future exhibits in the MOD Traveling Exhibits Program. Candidates should have broad fabrication and tool knowledge, be physically able to load and unload a semi-trailer in varying conditions, and manage their time independently while representing the Museum professionally abroad. Periodic airline travel of 1–2 weeks is required, with strong communication expected throughout.

Department: Exhibits

Reports To: Director of Exhibits

Shift: Standard shop hours, with regular weekend availability required and periodic multi-day travel (avg. 1–2 weeks, up to 3 times annually).

Compensation: \$20.00/hour. Housing and transportation are provided during travel assignments.

Essential Functions

- Maintain exhibit and public areas to reflect the high-quality standards of the Museum of Discovery and to serve the Museum's mission.
- Oversee installation and de-installation of permanent and traveling exhibits within the Museum's facility and abroad.
- Coordinate logistics and travel with partners and customers across the country in a timely, professional manner, personally leading setup and teardown of current and future exhibits within the Museum's Traveling Exhibits Program.
- Perform routine maintenance of exhibits to ensure all are in good working order; monitor the condition of in-house exhibits periodically throughout the day.
- Repair exhibits in a timely manner; where possible, effect immediate repairs and assess the need for changes in design or materials, acquiring parts, equipment, and outside expertise as needed.
- Supervise and coordinate with outside vendors, contractors, fabricators, shipping agencies, and customer staff.
- Work with building maintenance staff on relevant maintenance issues.
- Maintain a clean and orderly Museum shop and office workspace, and keep consistent exhibit maintenance records.
- Utilize mechanical drawings, schematics, and product manuals toward the repair and construction of exhibit components.

- Construct and install museum exhibit structures and other elements using a range of power tools and workshop equipment (table saw, skill saw, pneumatic tools, router, etc.).
- Maintain a clean, organized, and safe work environment, observing safety and risk management procedures in public areas and workspaces.
- Maintain inventory of exhibit materials, tools/equipment, and consumables, and order supplies as needed.
- Coordinate and assist in the setup and tear-down of temporary/traveling exhibits and displays at the Museum of Discovery.
- As required, assist with set-up and strike for special events and rental functions.
- As required, coordinate and assist with exhibit-related work at off-site locations.

Education & Experience

- High School Diploma or equivalent, required.
- Graduation from an accredited four-year college or university with major course work in operational museology, art, or technology, OR proven expertise/work experience with emphasis on design, museum studies, fine arts, or a relevant trade or skill.
- Broad experience with power and hand tools in a shop or trade setting preferred.
- Any construction trade experience, such as plumbing, electrical work, or framing, preferred.
- Experience with CAD design, the ability to utilize and understand part schematics, or the use of CNC tooling preferred.
- Basic welding and metal fabrication knowledge (chemical prep and safety, MIG, TIG, SMAW) preferred.

Skills & Abilities

- Practical, hands-on experience with fabrication and trade work, with a high interest and aptitude for troubleshooting issues across a variety of disciplines, such as mechanics, electronics, IT, A/V, and digital software.
- Basic electrical knowledge, such as using a multimeter to troubleshoot both AC and DC circuits.
- Strong aptitude for problem solving, using consistent troubleshooting methods and a process of elimination.
- Basic digital circuit diagnosis and integration.
- General computer knowledge (email, word processors, basic software installation).
- Ability to manage time independently and represent the Museum professionally while traveling.
- Strong communication skills, maintained consistently while traveling and working with outside partners.

Working Conditions / Physical Requirements

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 essential functions.

- Must be able to lift 50 lbs. reliably and safely and endure strenuous physical activity, including loading and unloading a semi-trailer in varying conditions.
- Willing and able to travel (avg. 1–2 weeks, 3 times a year); must maintain a valid Driver's License (REAL ID and/or Passport required for airline travel).
- Must undergo and pass a thorough background check.
- Must be available on weekends.
- Work is performed in a combination of museum shop, office, exhibit floor, and off-site/traveling settings.

The Museum of Discovery 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.

To apply for this position, please send resume and three professional references to awalters@museumofdiscovery.org.