

## JOB DESCRIPTION

**Title:** Exhibits Support

**Date:** May 5, 2022

**Department:** Operations

**Reports to:** Manager or Director of Programming and Exhibits.

### NATURE OF THE JOB

➤ **Basic Purpose & Objective of the Position:**

This position assists with the install, creation, and strike of exhibits and programming. The Exhibits Support Staff often interfaces with outside vendors and must have strong teamwork skills, communication skills, and able to work independently.

➤ **Principal Accountabilities:**

% of

Total:

Duties & Responsibilities:

Exhibits Install and Strike

100%

- Work with the Manager of Exhibits and Programming to successfully assemble traveling exhibits based on instructions provided by the vendor.
- Work safely in a “semi construction zone”.
- Meet deadlines and timelines as determined by the Manager of Exhibits and Programming.
- Use power tools and hand tools safely and correctly.
- Set up exhibits to a Show Ready standard as part of the Discovery Cube standard.
- Load and unload trucks correctly and without damaging property
- Use loading dock tools like pallets, pallet jacks, shrink wrap, J bars, etc.

100%

➤ **Knowledge & Skills:**

Education Level: NA

Field of Study/Area of Experience:

**Other Training/Technical Skills/Knowledge:**

- Experience with hand and power tools preferred
- Experience with electrical desired
- Experience with construction desired

➤ **Abilities & Behaviors:**

- Proactive, motivated, and driven
- Strong time management skills and able to prioritize tasks quickly and efficiently
- Creative and able to work around obstacles
- Quick to learn and able to manage high volume and stressful situations
- Excellent communication skills
- Able to work well and excel in a team environment
- Strong attention to detail

## SCOPE OF THE JOB

➤ **Discretion/Latitude:**

Receives general and specific direction from the Manager or Director or Exhibits and Programming.

➤ **Interactions:**

Daily interactions with internal staff

Interactions with exhibit vendors, install techs, and contracted hires.

➤ **\*Business/Work Environment:**

Safely is first. Dress code is appropriate for install but still must follow certain guidelines. Task oriented and deadline driven. Always in a team work environment.

➤ **\*Challenges:**

Demanding and tight install schedules. Long hours. Quick changes to install visions and ideas.

➤ **Physical Demands & Environmental/Working Conditions:**

Spends 90% of the role standing, walking, lifting, pushing, crouching, or bent over at the waist.

Must be able to push and lift 75 pounds.

***Disclaimer***

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*