

Explora Job Description

Group: Exhibits, Exhibitions and Environments

Position: Exhibit Developer

Reports to: Senior Exhibit Developer

FLSA status: 40 hours per week, full-time; exempt; starting salary \$42,000 with 100% employer-paid health insurance premiums and additional benefits



Position Summary:

The Exhibit Developer at Explora will draw on a wide range of skills and will work independently and as a member of the Exhibit team on exhibition concept design and development; exhibit prototyping, fabrication and installation; and maintenance and repair of exhibits, facilities, and grounds.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- Work as a member of the exhibit/facilities team on all aspects of exhibit/exhibition design, development, fabrication, maintenance, and repair of exhibits, exhibitions, and environments.
- Incorporate visitor-focused feedback and guidance during exhibit development, fabrication, remediation, and evaluation, to ensure that exhibit activities reflect Explora's pedagogy, program and exhibit criteria, and values.
- Adhere to project timelines, budgets, and production schedules.
- Work with inside and outside partners, subcontractors, and content experts.
- Maintain a safe shop environment following state and federal guidelines and keep necessary records; take part in exhibit shop user group and assist with shop upkeep, including cleaning, stocking supplies, and equipment maintenance.
- Lead or assist in the fabrication of exhibits and program materials using a wide range of tools and materials.
- Occasionally assist the facilities team in a wide range of tasks indoors and out, including grounds-keeping functions such as snow and ice removal, lawn mowing, fertilizing, tree trimming, picking up litter and all other seasonal grounds duties.
- Open and close building for daily business operations.
- Assist with design, installation, and repair of learning environments, including projects like installation of walls and doors, painting, replacing fixtures and partitions, replacing damaged ceiling and floor tiles and carpet. May also assist in larger painting projects and drywall repairs, construction, and demolition as necessary.
- Provide excellent customer service both internally and externally.
- Travel to learn about other museums, exhibitions, and exhibits; install and strike traveling exhibitions; and participate in other work and professional development opportunities.
- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Explora maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- Ability to read and create technical drawings.
- Experience with creation of concept drawings, renderings, and other visual representations of exhibition plans
- Experience with hand and power tools for woodworking, metalworking, plastic fabrication, and other skills.
- Have an understanding of artistic, scientific, and facilities maintenance processes.
- Design and fabrication experience.
- Experience with hand and power tools for woodworking and metalworking.
- Knowledge of electronic, hydraulic and mechanical systems helpful.
- Ability to work independently and as part of a team.
- Initiative to establish and maintain effective interpersonal relationships with Explora employees, volunteers, visitors, vendors and the community.
- Well-developed organizational skills, time management skills, and show a keen attention to detail.
- Expressed interest in science, scientific phenomena, art, and education.

- May occasionally require lifting of various materials and equipment to a maximum of 75 pounds.
- Good verbal and written communication skills.
- Working knowledge of Google and Microsoft office software.
- Valid New Mexico Driver’s License.

Functional Work Characteristics:

- Requires sufficient skills to work in a business and workshop environment, including organizing, coordinating, exercising daily decision-making, analyzing, interpreting, and communicating interpersonally.
- Requires effective eye-and-hand coordination and manual dexterity
- Requires standing and walking approximately 50% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing

Work Conditions:

- Most essential duties are performed in the exhibit studio, shops, equipment rooms, and outside and include equipment and other materials normally found in such work settings.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- May occasionally require lifting of various materials and equipment to a maximum of 75 pounds
- Some work takes place on the museum floor during open hours.

Employment Screening and Compliance:

- Position may require a person to be bonded.
- Individual may be required to complete a medical examination and background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Employee must maintain a current and valid New Mexico driver’s license to perform work duties as this position requires activities that necessitate travel by motor vehicle, whether in a personal or company car.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature	Date signed
Director signature	Date signed

Explora Science Center & Children’s Museum is an equal opportunity employer