Part-Time Position: Exhibits Technician

Department: Exhibits & Collections Department
Location: Lakeshore Museum Center—Muskegon, Michigan
Salary Range: $12/hour, 20 hours/week
Benefits: sick leave, vacation, and holidays, pro-rated

About the Museum: The Lakeshore Museum Center is a multi-site institution that houses exhibits in three of its buildings and maintains smaller exhibits throughout the community. The main museum has two floors of gallery space with tradition and hands-on exhibits covering history, natural history, science, and STEM topics with a changing temporary gallery. The Historic Sites include five buildings/homes with additional changing exhibit spaces (Hackley and Hume Houses, City Barn, Fire Barn Museum, and the Scolnik House). Though all of our sites, over 50,000 guests visit annually to attend our exhibits and programs.

Work Schedule: Non-exempt position that generally works 20 hours/week. Flexible weekday schedule plus occasional Saturday hours

The Position:
The Lakeshore Museum Center Exhibits team is seeking a part-time Exhibits Technician to support our day-to-day operations and maintenance of exhibits and gallery spaces.

Duties and Responsibilities—including, but not limited to:
- Perform routine exhibit and interactive maintenance work, as well as monitor and ensure optimum working conditions of various exhibit spaces throughout the multiple institutions that make up the Lakeshore Museum Center—including building, mechanical, electronic, and aesthetic preventative and corrective work
- Using a working knowledge of fabrication methods, carpentry skills, and construction processes, create durable and quality exhibit structures and elements from design sketches and drawings
- Work with the Exhibits Designer and Programming Team to assess the feasibility of new builds, designs, and props for exhibits and programs
- Assists with design, fabrication, construction, and installation of exhibits, including
  - Timely change out of off-site exhibits
  - Patching and painting
  - Label and sign mounting
- Build prototypes of and test interactive and hands-on exhibit elements
- Assist with museum projects and special events

Additional Duties:
- Coordinate with outside vendors as appropriate
- Maintain clean and safe workspaces and tools
Participate in the maintenance, organization, and monitoring of collection storage areas
• Order supplies and maintain inventory for exhibit studio
• Participate in teams to discuss exhibit/museum-related topics
• Participate in the regular cleaning of exhibit galleries
• Assist with agendas for exhibits related meetings

Requirements:
• Experience building and repairing various types of materials and mechanisms
• Fabrication, construction, and installation experience
• Understanding/willingness to incorporate ADA guidelines to new and retrofit builds
• Ability to operate shop machinery and power tools including drills and table saws
• Able to work independently and as part of a team
• Ability to set and meet deadlines

Physical Demands:
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 the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, sit, reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. This job description describes the general nature of the duties and requirements of this job. It is not intended to be an exhaustive list or to limit the supervisor’s ability to modify work assignments as appropriate.

Supervision: This position is supervised by the Exhibits Designer

To Apply: Please submit a cover letter and resume to Cheryl Graves at cheryl@lakeshoremuseum.org or via mail to Cheryl Graves, C/O Lakeshore Museum Center, 430 W. Clay Ave, Muskegon, MI 49440.