



Title: Exhibits Technician

Department: Exhibits and Collections

Pay Rate: \$14/hour

Status: Part Time, Non-Exempt

Benefits: Prorated Vacation and Sick Leave

Reports to: Exhibit Designer

Hours and Schedule: Monday-Friday 20 hours/week. Occasional weekends and evenings as needed.

Our Mission: To tell the story of Muskegon County by collecting, preserving, and interpreting the history of its people and natural environment.

About the Museum: The Lakeshore Museum Center is a multi-site institution that has exhibits at all campuses and small exhibits throughout the community. The Museum is a traditional two-story history/natural history museum that features permanent and temporary exhibits. The Historic Sites campus includes five buildings/homes with changing exhibits. The Muskegon Heritage Museum is the latest campus addition and has industry-focused exhibits. Over 60,000 guests visit the museum annually for our exhibits and programs. Visit www.lakeshoremuseum.org for images and more information.

About this Position: This position is part of the Exhibits and Collections Department and reports to the Exhibits Designer. The Exhibits Technician will support the maintenance and development of exhibits and gallery spaces across all the museum's sites. A successful candidate will demonstrate creative problem solving, attention to detail, and will establish and maintain effective working relationships with colleagues and community members.

Responsibilities:

- Perform routine exhibit maintenance work, and monitor exhibit spaces for repairs, cleaning, and general upkeep
- Work with the Exhibits Designer, Programming staff, and Exhibit Lead to plan and design exhibits
- Work with the Exhibits Designer and Maintenance staff to fabricate, construct, and install new exhibits
- Work with Collections Manager when handling collections objects
- Fabricate durable and quality display mounts, exhibit structures, and elements from design sketches
- Maintain the Exhibits Repair Log by documenting repairs needed, solutions applied, materials used, and costs involved
- Maintain a clean and safe workspace and equipment.
- Participate in regular cleaning of exhibits galleries
- Participate in Exhibits Committee meetings
- Develop and maintain a supply inventory for exhibits studio. Assist Exhibit Designer in planning budget for supplies

- Assist with museum projects and special events
- Research ideas, inspiration, and creative solutions for exhibit mounts, structures, and elements including interactive and hands-on elements

Requirements:

- Minimum education: High School Diploma or Equivalent
- Working knowledge of fabrication methods, carpentry skills, and construction processes
- Ability to operate shop equipment and power tools
- Ability to work independently and as part of a team
- Ability to set and meet deadlines
- Must have basic computer skills. Familiarity with Mac operating system is preferred. Knowledge of design software is a plus
- Experience working with museum exhibits, displays, or set design is preferred
- Working knowledge of audio/visual components and electrical systems is a plus

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