

Position Description

Title: **Exhibits Technician**

Division: Exhibits

Classification: Salaried exempt, regular full-time

Reports To: Exhibits Preparator

Supervises: N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

Job Summary – Exhibits Technician

The Exhibit Technician is responsible for supporting exhibit production, gallery preparation, installation and de-installation of museum exhibits. The Exhibits Technician must have excellent communication and organizational skills; ability to see projects through to completion; ability to apply creative methods to solve installation problems with an attention to detail; ability to work well both as part of a team and under own direction; ability to work on multiple tasks simultaneously to meet deadlines; and ability to maintain confidentiality. Additional duties as assigned.

Qualifications

The successful candidate will demonstrate a commitment to excellence, innovation, integrity and teamwork. Other critical areas of evaluation will include:

- Valid Driver's License
- High School diploma or GED equivalent
- Previous experience with exhibition installation/de-installation techniques preferred
- Knowledge of museum standards regarding proper handling and care of museum objects preferred
- Advanced skills in the use of power tools, wood/metal shop machinery, and lifting apparatuses
- Skills in woodworking, cabinetry, metalworking, plastics, painting or decorative finishes, and general construction
- Willingness to work both indoors and outdoors in all environmental conditions
- Some experience with electrical systems & controls
- Good communication skills and the ability to interface with fellow staff and visitors in a pleasant manner
- Ability to function as an effective team player and contribute to and sustain the energy and momentum of the department in the performance of job duties and responsibilities
- Willingness to work flexible hours and days including unscheduled overtime during periods of installation/deinstallation
- Must be able to lift 75 lbs. and to perform all tasks related to the physical aspect of the position (bending, squatting, reaching, etc.)
- Able to work from a ladder

Responsibilities and Tasks

1. Assist Exhibits Preparator with the fabrication of exhibits including construction, carpentry, making mounts, installing objects and graphics, and creating hands-on interactives
2. Prepare exhibit galleries for upcoming exhibits such as demolition, wall repair, painting, fabric wrapping, cleaning, and maintenance
3. Transport artwork, crates, and exhibition and storage-related furniture and objects to and /or from other locations, alone or as part of a team. For example, incoming donations; local loans to temporary exhibitions, or exhibition furniture for storage at an off-site location
4. Operate a variety of hand tools and power equipment such as table saw, circular saw, belt sander
5. Assist in the installation and maintenance of permanent and traveling exhibits including installs, de-installs; loading and unloading of trucks; moving, packing/unpacking crates
6. Perform daily checks and maintenance of gallery and temporary exhibitions
7. Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces.
8. Apply job skills and departmental policies and procedures to complete a wide range of complex tasks in creative and effective ways
9. Serve as a resource to others in the resolution of complex problems and issues
10. Adapt behavior and work methods, as needed, in response to new information, changing conditions, or unexpected obstacles
11. Effectively handle multiple demands, shifting priorities, and rapid change
12. Employ independence, imagination and originality in creating finished work projects
13. Contribute to development of new concepts and techniques
14. Conduct other duties as assigned

Please send resume and cover letter to the High Desert Museum,
attention Shannon Campbell.

jobs@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Mission

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.