

Head of Exhibits and Facilities



FLSA Status: non-exempt

Grade/Level: Mid-to-Senior Level

Work Schedule: Full-time, 32-40 hrs/week, flexible schedule options available

Benefits Eligibility: Eligible

Salary: \$25-29/hour

Job Status: Full Time

Reports to: Director of Operations & Executive Director

Amount of Travel Required: None, except for materials purchases at nearby suppliers (local errands)

Positions Supervised: One

POSITION SUMMARY:

The Head of Exhibits and Facilities is responsible for the design, fabrication, installation, and care of WOW!'s exhibits, as well as the daily maintenance and upkeep of WOW!'s facilities. This hands-on position serves as a member of the Leadership Team, contributing to planning, decision-making, and cross-departmental initiatives, while also serving as the hands-on lead for the day-to-day care and maintenance of WOW!'s physical environment. The Head of Exhibits and Facilities balances immediate operational needs with proactive planning for exhibit development, facility improvements, and long-term projects that support WOW!'s mission and visitor experience.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

EXHIBITS:

- Lead the design, implementation, and ongoing improvement of WOW!'s exhibits, working closely with the Museum's Leadership Team.
- Ensure exhibits are innovative, durable, safe, and aligned with WOW!'s mission and learning objectives.
- Document and ensure that exhibits are maintained and in working order.
- Oversee the full lifecycle of exhibit development, from concept through fabrication, installation, evaluation, and refresh.
- Integrate best practices in early childhood education, STEM learning, arts integration, and play-based learning appropriate to a museum setting. Collaborate with appropriate Leadership Team members and outside experts as needed.
- Use visitor feedback, observation, and data to continuously refine and improve the exhibit experience.

FACILITIES:

- **Maintenance & Repairs:** Inspect building and equipment, perform routine upkeep and basic repairs, and when needed coordinate with contractors the repair of issues with HVAC, plumbing, or electrical systems.
- **Vendor Management:** Hire outside contractors, negotiate service contracts, and oversee outside work, in collaboration with Director of Operations.
 - **Safety & Compliance:** Enforce security protocols and comply with local fire, health, and building regulations.

POSITION QUALIFICATIONS:

- Exhibit research, design and fabrication skills
- Basic technical skills such as, but not limited to: painting, carpentry, metalwork, plumbing, electrical
- Proper use of hand tools, power tools, technical equipment, and cleaning products
- Basic computer and software skills required. Knowledge of SketchUp, Adobe, RaspberryPi and vinyl printer software preferred.
- Ability to work a flexible work schedule, including coming in for repairs on weekends or after regular business hours as needed
- Excellent project-management skills
- Excellent troubleshooting and problem-solving skills
- Ability to take initiative and work independently as well as ability to collaborate and problem-solve as part of a group
- Ability to maintain and develop clear and accurate written records
- Strong organizational and time management skills. Can efficiently execute on multiple priorities/plans/ideas
- Willingness and ability to seek-out, share and adopt ideas and best practices, and embrace change introduced by others
- Ability to work with all Museum team members; willingness to negotiate and compromise
- Judgement to creatively resolve unique tasks
- Patience with curious children while working, and able to be mindful about the safety of children

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent required
- 3-5 years working with interactive museum exhibits (design, maintenance, repair) preferred
- Experience working in children's museum environments preferred
- Experience with building repairs and maintenance preferred

PHYSICAL DEMANDS:

- This role requires an active, hands-on approach, including standing and walking for extended periods and performing physically demanding tasks that require the whole body, such as lifting, balancing, bending, climbing ladders, moving objects and handling materials to ensure a clean and safe environment for visitors.
- Regularly required to stand; climb; balance; stoop or kneel; and crouch
- Regularly required to walk; use hands to finger, handle, grasp, or feel; and reach with hands and arms
- Occasionally required to lift up to 50 lbs.
- Regularly required to push and pull heavy items with the assistance of tools, cart, and/or coworkers
- Ability to drive and has car or access to car for local errands

WORK ENVIRONMENT:

- Routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets

- Routinely uses typical workshop equipment, including hammer, saw, drill, screwdriver and other basic tools.
- Subject primarily to indoor conditions, with outdoor garden and outside facility work sometimes
- Sometimes exposed to wet or dirty conditions
- Subject to a loud and busy environment
- Subject to tasks that are repetitive in nature