



Job Title: Exhibits & Facility Manager

Location: Lancaster, PA

Full time exempt. Start Date: March 1, 2022

Salary: \$50,000 annually with retirement benefits

Lancaster Science Factory Overview

The Lancaster Science Factory is a hands-on, interactive science center in Central Pennsylvania that inspires curiosity, creativity, and confidence by fostering an inclusive environment for hands-on STEM exploration. We actively seek to make our facility and educational programs accessible to all.

More than 70 interactive exhibits and hands-on STEM educational programs create an environment for fun and learning. The Lancaster Science Factory includes approximately 17,500 square feet of indoor space and 4,000 square feet of outdoor space. The science center is located in downtown Lancaster in a historic factory building.

Summary

The Exhibits & Facility Manager is responsible for planning new exhibits, maintaining current exhibits, and overseeing all aspects of the physical facility. New exhibits may be built in-house or involve project management with external vendors.

Essential Functions

1. Exhibit Development & Project Management (40%)

- As part of the Science Factory's strategic plan to refresh exhibits on a regular basis, this position will oversee an annual plan to build or acquire new exhibits.
- In some cases, this position will design and build new exhibits in-house.
- In other cases, this position will act as project manager of a team of external exhibit and construction partners to bring new permanent and temporary exhibit experiences to the Science Factory.
- Manage the schedule and budget for all exhibit installation projects, including facility renovations and environmental improvements (signage, lighting, plumbing, other).
- Actively engage with the science center/museum community to keep current on new exhibit opportunities. Make recommendations for new exhibits that should be considered for the Science Factory.

2. Exhibit Maintenance (40%)

- Responsible for all aspects of exhibit maintenance, including ensuring high levels of exhibit uptime, functionality, and visual appearance.
- This position is responsible for developing the annual budget for exhibit maintenance expenses and for meeting the budget.

- Continuously improve exhibit performance, considering changes in training for staff and volunteers who assist in exhibit maintenance, re-designing exhibits as appropriate to improve uptime without sacrificing functionality, and working with vendors to jointly solve issues.
- Work with hand tools, power tools, and standard workroom equipment. Projects will require carpentry, painting, mechanical and electrical skills.
- Oversee the Science Factory workroom, maintain and organize all exhibit spare parts, tools, and other supplies.
- Maintain and update exhibit signage and wayfinding.
- Oversee forthcoming outdoor exhibit area (3,500 sf). Ensure outdoor exhibits are in working order for 3 seasons and winterized during the coldest months. May require debris removal, weeding and watering in rain garden landscaped zones.

3. Facility & Operations (10%)

- Assess facility needs and perform repairs / routine maintenance as needed.
- Coordinate directly with landlord's building supervisor on facility matters.
- Procure all exhibit consumables and related materials and optimize the inventory levels of those items.
- Procure all janitorial & cleaning supplies and optimize the inventory levels of those items. Act as primary point of contact with janitorial service provider.
- Act as primary point of contact with security system provider, fire alarm system provider, and gas/electric utility providers.

Reports to: Executive Director

Supervision of Others:

- (1) Part-time exhibit maintenance staff member or intern.
- (2) Volunteer Crews recruited for indoor and outdoor special projects.

Required Qualifications

- Bachelor's degree in a relevant field, and at least 5 years work experience managing complex creative physical projects.
- Experience with fabrication methods appropriate to interactive museum experiences.
- Familiarity and competence with carpentry, painting, mechanical and electrical systems.
- Strong organizational and problem-solving skills.

Preferred Education & Experience

- Experience in exhibit design incorporating interactive elements
- Previous project management experience is desirable
- Experience with Adobe Creative Suite
- Experience with 2D and 3D CAD software
- Fluency in Microsoft suite (Office, Word, Excel)
- Strong working knowledge of Google suite (Docs, Sheets, Drive)

Previous experience in a science center or museum is a benefit.

Enthusiasm for the Science Factory's non-profit mission is essential.

Schedule and Working Conditions

- Requires standing, walking, sitting, stooping, kneeling, crouching, crawling, reaching
- Handling materials, pulling, carrying and pushing
- Occasional lifting of various materials and equipment to a maximum of 50 lbs
- Physical office location at the Lancaster Science Factory
- This position must hold Pennsylvania criminal and child abuse clearances. Any offer of employment is contingent upon successful completion of the clearance process.
- The Lancaster Science Factory is an Equal Opportunity Employer.

About Us:

Founded in 2008, The Lancaster Science Factory's non-profit mission is to inspire curiosity, creativity, and confidence by fostering an inclusive environment for hands-on STEM exploration. We actively seek to make our facility and educational programs accessible to all.

Interested candidates can send their resume and cover letter to:

Emily Landis, Executive Director
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