

Job Title: **Exhibits & Facilities Technician**

Location: Lancaster, PA

Part-time hourly position. \$18-\$22/hour, 20 hours a week



### **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 facilities and educational programs accessible to all.

More than 75 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 in downtown Lancaster in a historic factory building.

### **Summary**

The Exhibits & Facilities Technician is responsible for assisting the Exhibits & Facilities Manager in maintaining current exhibits, planning new exhibits, and all aspects of the physical facility. They must be self-motivated, have exceptional communication skills, and a keen eye for detail. This position is scheduled to work Saturday, Sunday and one weekday.

### **Essential Functions**

- The functions described below are an outline of the overall expectations for the position, and the listed percentages are subject to change to some degree as attendance levels change seasonally.

#### **1. Exhibit Maintenance**

- Responsible for all aspects of exhibit maintenance, to ensure high levels of exhibit uptime, functionality, and visual appearance. Must be able to work independently to respond to work orders promptly.
- Continuously improve exhibit performance and make suggestions to improve functionality and uptime.
- Work safely and independently with hand tools, power tools, and standard workroom equipment. Projects may require carpentry, painting, mechanical, and electrical skills.
- Assist in the upkeep of the Science Factory workroom, including maintaining and organizing all exhibit spare parts, tools, and other supplies.
- Ensure outdoor exhibits are presentable and in working order. May require debris removal, weeding, mowing, and watering in rain garden landscaped zones.

#### **2. Exhibit Development**

- This position will assist the Exhibits & Facilities Manager in designing, prototyping, and building new exhibits in-house.
- Utilize CAD software to develop custom parts needed in exhibit design.
- Assist in the prototyping of in-house exhibit components to determine the best value solution for visitor education.
- Generate ideas for exhibits that can be developed into presentation packages for the appropriate boards and committees. Must be comfortable with assisting the Exhibits & Facilities Manager in communicating with project stakeholders during all stages of development.

**Reports to:** Exhibits and Facilities Manager

### **Required Qualifications**

- Experience with fabrication methods appropriate to interactive museum experiences.
- Familiarity and competence with basic carpentry, painting, mechanical and electrical systems.
- Strong organizational and problem-solving skills.

### **Preferred Education & Experience**

- 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
- Lifting of various materials and equipment over 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.
- The projected workdays for this position will be Saturday, Sunday and one weekday.

## 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 facilities and educational programs accessible to all.

## Interested candidates can send their resume and cover letter to:

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