

Job Title: **Exhibits & Facilities Technician**

Location: Lancaster, PA

Seasonal part-time position. \$16-18/hour, 12 hours a week, additional hours may be available on an as needed basis



### **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 3,500 square feet of outdoor space. The science center is in downtown Lancaster in a historic factory building.

### **Summary**

The seasonal Exhibits & Facilities Technician is responsible for assisting the Exhibits & Facilities Manager in maintaining exhibits, promoting audience engagement with exhibits, and maintaining the facilities. They must be self-motivated, have exceptional communication skills, and a keen eye for detail. This position is scheduled to work weekends and some weekdays.

### **Essential Functions**

The functions described below are an outline of the overall expectations for the position. The primary goal of this position is to ensure that exhibits look, operate, and engage with the audience as intended while also assisting in the upkeep of our physical space.

#### **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 Engagement**

- Engage with visitors to demonstrate exhibits, increase hang-time at exhibits, and encourage hands-on experimentation
- Observe visitor behaviors and make suggestions for ways to increase educational impact of exhibits
- Monitor exhibits and refresh, reset, or restock key parts to ensure maximum uptime
- Monitor visitor interactions with exhibits on the floor, ensuring that visitors do not accidentally damage or misuse the equipment

#### **3. Facilities Maintenance**

- Provide general maintenance support to LSF visitors and staff by cleaning and maintaining public-facing areas of the building during operating hours.
- Tasks include, but are not limited to:

- Restocking toiletries and general cleaning in restrooms
- Removing and disposing of trash from receptacles on the exhibit floor, classrooms, and bathrooms
- Removing and disposing of cardboard recycling from receptacles
- Respond to maintenance requests for simple repairs to the building (e.g. replacing missing fasteners, changing light bulbs, etc.)

**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.
- Ability to handle independent work and manage multiple tasks
- Ability to engage with visitors of all ages and provide positive, educational engagement support

**Preferred Education & Experience**

- Fluency in Microsoft suite (Office, Word, Excel)
- Working with children in an educational setting

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 some weekdays.

**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:**

Anthony Rudderow, Exhibits and Facilities Manager  
 Lancaster Science Factory  
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