

Job Title: PT Exhibits and Facilities Technician

Compensation: \$17-20/hr based on experience

Reports to: Exhibits & Facilities Manager



Job Summary

The Exhibits and Facilities Technician ensures that the Lancaster Science Factory exhibits and facilities are in good, working order for the health, safety, and enjoyment of our guests and staff. Primary tasks include assisting the Exhibits & Facilities Manager with routine exhibit maintenance, general repairs, and installation of new exhibits. Additionally, they will perform facility maintenance tasks such as cleaning, trash and recycling removal, carpentry, plumbing, and electrical work. Training will be provided. Average hours of 10-20 hours per week. Flexible schedule includes at least one regular weekend day per week and some evenings as scheduled.

Key Responsibilities

Exhibits and Facilities

- 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, following all safety guidelines and protocols for exhibit maintenance.
- Assist with visitor safety measures during open hours and respond to visitor questions or concerns as needed. Escalate concerns to manager or other staff members as appropriate.
- Continuously problem solve and 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.
- Assist Exhibits and Facilities Manager with installing, prototyping, and building new exhibits or maintenance solutions.
- Proactively perform cleaning duties including but not limited to trash, recycling, cleaning exhibits, and classrooms, following task lists and safety standards and protocols.
- Ensure restrooms are clean and ready for guests throughout the day. Respond to cleaning needs that come up throughout the day, including biohazards.
- Perform basic facility maintenance tasks including but not limited to minor plumbing, minor electrical, carpentry, and painting
- Support facilities and maintenance during LSF programs and events as needed.

Qualities and Qualifications

A well-qualified candidate would have the ability to work independently and serve as a good representative of the Science Factory to the public. Prior experience with or a willingness to learn the following:

- Experience and comfort working in a dynamic environment with children and families.
- Familiarity and competence with cleaning supplies, hand and power tools, and basic carpentry, painting, electrical, and plumbing.
- Strong interpersonal and communication skills.
- Positive attitude and excellent teamwork.
- Strong organization and problem-solving skills.
- Fluency and comfort level with Microsoft and Google

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

Physical Demands of the Job

These physical demands represent the physical requirements necessary for an employee to perform the essential functions of this job successfully. Reasonable accommodation can be made to enable people with disabilities to perform the essential functions of the job described.

- Regularly required to talk and hear.
- Requires frequent standing, walking, sitting, bending, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying and pushing
- Occasional lifting up to 50 pounds.
- Often required to be on a ladder to make repairs
- Frequent use of chemicals for cleaning
- Frequent use of power tools

Child Abuse Clearance and Background Check Requirements

This position must hold Pennsylvania criminal and child abuse clearances. Employer assistance with these clearances is available. *The Lancaster Science Factory is an equal-opportunity employer.*

To apply:

Send completed application and/or resume to Kayla Layng, Exhibits & Facilities Manager at klayng@tlsf.org. Forms may also be filled out in person at The Lancaster Science Factory during regular business hours.

About The Lancaster Science Factory

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.

