

## **Facilities & Exhibits Technician**

**Part-time: 20-30 hours per week**

**Greenville Museum location**

**Experienced candidate, 10+ years' experience**

The Children's Museum of the Upstate is looking for an experienced team player to fill the role of Facilities & Exhibits (FE) Technician. The FE Technician will lead or assist with projects related to the museum's exhibits and facilities. TCMU is one of the nation's largest children's museums and serves 200,000+ visitors per year through hands-on exhibits and interactive programming.

The FE Technician will contribute solutions focused input to facilities and exhibits matters to help improve the museum experience. The ideal candidate should be skilled in trades and strong in computer literacy, with project management acumen. Additionally, the ideal candidate should be able to execute contribute solutions focused ideas to facilities and exhibits matters, and create and execute plans to completion.

### **Job Responsibilities:**

- Lead and execute projects related to the facility and exhibitions
- Lead or assist with preventive maintenance activities involving both infrastructure and exhibits
- Attend to daily requirements identified to keep facility and exhibits in good operating condition
- Check and respond to security or safety issues
- Perform repairs, aesthetic work, and a wide range of problem-solving tasks based on what is in need of attention
- Use basic carpentry, painting, HVAC, plumbing, and electrical knowledge to support facilities and exhibits

### **Predominant Tasks:**

- Handle routine building and exhibit maintenance tasks, eg. trash removal, event preparation, miscellaneous repairs
- Contribute solutions focused input to facilities and exhibits matters to help improve the museum experience and execute plans from ideation to completion.
- Collaborate to resolve issues, from urgent plumbing leaks to routine grounds keeping
- Apply preventive and anticipatory maintenance to reduce risk of recurring or future problems
- Document inspections or problems
- Keep organized inventory of cleaning and repair supplies
- Be attentive and fix potential safety hazards
- Work with the facility and exhibit managers to keep facility operating at peak performance, handling issues as they are discovered or scheduled for maintenance

### **Ideal Experience & Skill Set:**

- High School or GED required. Certifications helpful.
- Able to work flexible schedule including evenings and weekends
- 10+ years of maintenance or exhibitry experience with any or all of HVAC, plumbing, carpentry, painting, electrical, security, facilities management.
- Skilled in trades

- Computer literacy, strong in Microsoft Office, Auto CAD helpful but not required
- Administratively organized in handling records, supplies, and scheduled maintenance
- Good eye for identifying potential hazards; critical thinker to resolve issues
- Strong Project Management acumen
- Self-motivated, able to initiate, prioritize and coordinate multiple tasks
- Strong written and verbal communications for discussing maintenance issues
- Interpersonal skills in dealing with internal and external audiences
- Team player, high energy and ethical, able to flourish in fast paced environment with confidence
- Service minded.

Schedule Availability:

- Able to work a flexible schedule, including frequent evening work (after 5pm)
- Some weekend work required