



Position Description

Facility & Exhibit Maintenance Technician

Reports to:	Director of Operations
Classification:	Part Time or Full Time – 20-35 hours per week
Availability:	Primarily M-F afternoon/evenings with occasional weekends – flexible hours
Pay Range:	\$16-\$19/hour

Position Summary:

The Building for Kids, Inc. is one of the largest and most exciting children's museums in Wisconsin. As a growing organization, we are seeking a Facility-Exhibit Maintenance Technician to maintain our exhibits and facility. The primary focus of this position will be on the daily care and upkeep of the exhibit and facility. They will be one of the primary staff members working on the fabrication, delivery/pick up, installation, and maintenance of in-house and traveling exhibitions.

Primary Job Responsibilities:

- Oversee and perform maintenance and preventative maintenance on facility and exhibits
- Help organize and manage the deliver, set up and breakdown of existing and traveling exhibits
- Evaluate, redesign, refurbish, modify, and improve existing exhibits
- Ensure that exhibits remain fully operational and safe
- Manage the maintenance schedule for exhibits and facility updates
- Develop and fabricate new exhibit components
- Assist with event set up and tear down
- Other duties as assigned

Qualifications – The ideal candidate will have:

- Skills in basic shop practices: woodworking, machining, metalworking & finishing
- Knowledge of basic electrical and mechanical systems as pertaining to exhibits
- Experience in facility management or maintenance
- Ability to problem solve
- Attention to detail and highly organized
- Self-Motivation
- Ability to lift and/or move up to 50+ pounds

Application: Please send a cover letter with resume to jsteif@buildingforkids.org

The Building for Kids, Inc., is an Equal Opportunity Employer

Empowered children. • Engaged parents. • Energized communities.

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