

Terry Lee Wells Nevada Discovery Museum
EXHIBIT MAINTENANCE / FABRICATOR



Job Description

Position Summary

Reporting to the Exhibits Supervisor, the Exhibit Maintenance / Fabricator is responsible for the prompt resolution of issues related to the upkeep and preservation of exhibits within the museum. Fabrication duties include the production, finish, maintenance and evaluation of interactive exhibit and exhibit environments. The Exhibit Maintenance/Fabricator will have the opportunity to be an integral part of an exciting and constantly evolving museum.

Specific Duties

- Complete projects assigned by the Exhibits Supervisor, specifically exhibit maintenance, in a meticulous and expeditious manner
- Fabricate Exhibit and Program materials, using woodworking and metal tools including but not limited to: Band saw, table saw, drill press, welders, metal lathe and mill.
- Purchase Exhibit supplies and materials as approved by the Exhibits Supervisor
- Train staff, volunteers and interns in machine use and safe shop practices
- Responsible for workshop upkeep, cleaning, safety, storage, procurement of tools and shop materials.

Education and Experience Required

- College degree or five years fabrication, mechanical or construction related experience

Skills Necessary

- Ability to read and create technical drawings
- Experience with hand and power tools for woodworking and metalworking
- Knowledge of electronic, hydraulic, plumbing and mechanical systems
- Basic computer skills
- Finish carpentry skills
- Welding abilities
- Ability to find specific parts and materials

Work Characteristics

- Flexible schedule – some evening and weekend work may be required
- Ability to form strong working relationships with outside vendors and contractors
- Attention to detail
- Ability to multi-task
- Takes initiative – Self Starter
- Executes plans from conception through completion
- Willingness to work with new materials and procedures

Compensation DOE

To Apply

Please send cover letter, resume, and three references to jobs@nvdn.org. No phone calls, please.

The *Terry Lee Wells Nevada Discovery Museum* is an Equal Opportunity Employer. Qualified Persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability.