

**Name:****Job Title:** Exhibit Technician**Reports to:** Exhibits Manager**Organizational Level:** Historical Resources: Exhibits**Department:** Kentucky Historical Society**Class Title:** Preparator I**Division:** Museums - 10103020**Position Number:** 31170587**Position Type:** Non-Exempt**Hire Date:****Job Summary:**

The Exhibit Technician will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. This position plays an integral part on the Exhibits and Collections teams by assisting with building exhibit furniture. The Exhibit Technician is responsible for assisting with the construction, installation, and maintenance of permanent and temporary exhibits. The Exhibit Technician will also assist with cross-departmental needs such as assisting with facilities maintenance or event set-up.

Essential Duties and Responsibilities:

- Meet deadlines while ensuring the quality of build projects
- Assist with organization, inventory, and maintenance of Exhibit Shop and storage areas
- Assist with the construction and fabrication of exhibit walls, cases, pedestals, platforms, and other build projects with some supervision
- Use common fabrication, power, and hand tools and equipment such as tape measure, impact driver, table saw, nail gun, and scissor lift
- Adhere to procedures and safety measures of the Exhibit Shop
- Maintain gallery spaces daily and monitor frequently for maintenance issues.
- Assist with installation and de-installation of exhibits
- Assist with other facilities maintenance or event projects as assigned
- Other duties as assigned by the Exhibits Manager or Director of Historical Resources.

Qualifications:

State the minimum qualifications required to successfully perform the job. Qualifications include:

- Education: High School diploma or GED required.
- Some knowledge of:
 - Carpentry, welding, and paint/scenic production
 - Safe and proper use of a variety of equipment, hand tools, chemicals, paints, etc.
- Skills:
 - Basic math skills, and use of measuring tools
 - Follow safety protocols, procedures, and regulations, including proper lifting techniques, how to use personal protective equipment (PPE), handling hazardous materials, and emergency response protocols
 - Safely operating scissor lifts, pallet jacks, dollies, and lifting straps.



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- Some basic computer skills, including internet, word processing, spreadsheets, and email
- **Abilities:**
 - Prioritize and multi-task build projects with assistance
 - Creative problem-solving skills
 - Ability to work in a dynamic environment with changing schedules, tight deadlines, and evolving project requirements while maintaining professionalism, attention to detail, and commitment to standards
- **Other characteristics such as personal characteristics**
 - Work collaboratively and respectfully in a team environment
 - Self-Motivated
 - Dependable
 - Adaptable
- Some experience with carpentry, woodworking, construction, or other display methods is preferred, but not required.

Working Conditions:

Work Environment: This position will work in the Exhibits Office and Exhibits Shop, with some exposure to noise and vibration.

Physical Demands:

- Must be able to lift, carry, push, pull, or support heavy objects up to 50lbs
- Must be able to lift, carry, push, pull, or support heavy objects over 50lbs with assistance
- Must be able to climb, balance, stoop, kneel, crouch
- Close vision, depth perception, and ability to adjust focus
- Must be able to work with machinery that creates noise and vibration

Direct Reports:

None

Competencies/Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Service Focus:*** We value our role in serving the public and work to ensure those services are exemplary.
- ***Discovery:*** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.



- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events as needed or directed by the supervisor.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations, and/or resolve the problem.