ABOUT THE DOSEUM (www.TheDoSeum.org)
The DoSeum is the city’s only museum exclusively devoted to children under 10. With two floors of interactive exhibits and a variety of science, technology, art, and literacy activities, The DoSeum’s vision is to be a premier learning resource that helps develop innovative thinkers capable of meeting the challenges of the 21st century. The museum’s mission is to grow minds, connect families and transform communities through joyful learning and discovery.

JOB SUMMARY
The Exhibit Design Technician will be the technical voice in the renovation of the museum’s permanent exhibit galleries and the new DoSeum Design Studio. Participating in a culture of tinkering and prototyping, he or she will ensure the exhibits are learner-focused, joyful, innovative, durable, and maintenance-friendly. The Exhibit Design Technician will be an independent learner with strong attention to detail and an interest in current technologies and techniques. Proficient in CAD software, he or she will create exhibit drawings from concept to fabrication. Proficient in CNC routing, he or she will assist in the construction of prototypes and exhibit components. The Exhibit Design Technician will also assist in the development of Design Studio products, sales, and displays.

ESSENTIAL RESPONSIBILITIES
• Reporting to the Exhibits Technical Manager, provide technical expertise and assist in the fabrication of various exhibit projects
• Working with the VP of Exhibits and the Exhibits Project and Shop Manager, participate in the renovation of the museum’s permanent exhibit galleries and DoSeum Design Studio
• Offer ideas and concepts for exhibit elements based on research and technical expertise
• Find creative ways to solve different exhibit challenges
• Work independently to complete projects and keep to a schedule communicated with the Exhibits Project and Shop Manager and Exhibits Technical Manager
• Create exhibit drawings from concept design, design development, and fabrication
• Use the in-house workshop to build basic prototypes and play an active role in the iterative process
• Utilizing CAD programs, create technical drawings using field measurements and fabrication cut lists for exhibit components
• Lead the operation of the CNC router, utilizing CAM programming to cut a variety of materials
• Communicate with fabricators, other contractors and full-time exhibit technicians on key projects
• Develop, design, and fabricate products and services for the DoSeum Design Studio
• Promote the DoSeum Design Studio services and products through sales duties including but not limited to travel, networking, and staffing a booth
• Perform other duties as required

MINIMUM QUALIFICATIONS
• Bachelor’s degree in Engineering, Design, or related field
• Minimum 3 years’ experience.
• Ability to create exhibit concept drawings and communicate design ideas effectively.
• Ability to create technical drawings with Computer Aided Drafting (CAD) programs.
• Knowledge of mechanical equipment required (no HVAC needed).
• Experienced in the use of hand and power tools.
• Proficiency in various fabrication materials and processes including wood, metal, and plastics, and experience with a variety of finishing techniques.
• Comfortable working with a wide variety of tools and workshop equipment: table saw, skills saw, pneumatic tools, CNC router, etc.
• Well-rounded technical experience and a willingness to learn new systems as needed.
• Knowledge of the Adobe Creative Suite and basic graphic design preferred.

**KNOWLEDGE, SKILLS, and ABILITIES**

To perform the job successfully, an individual should demonstrate the following:

- **Technical Knowledge** – Ability to work with shop tools, equipment and materials used in exhibit construction; working knowledge of all safety protocols and practices. Proficiency in various fabrication materials and processes including wood, metal and plastics, and experience with a variety of finishing techniques. Proficient in the use of hand and power tools preferred.

- **Computer Knowledge** – Experience in electro-mechanical systems as they relate to interactive exhibits; Exercise proficiency in handling technical and system failures, A/V equipment including video conferencing, and various computer operating systems such as Mac OSX and Windows. Knowledge of CAD programs required.

- **Analytical, Problem Solving, & Organizational Skills** - Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas. Ability to work in a complex organization, handle simultaneous projects, work with all Museum team members, flexibility, and willingness to negotiate and compromise. Ability to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.

- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses exhibit construction tools, equipment, and materials properly.

- **Ethics & Judgment** - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; Upholds and demonstrates museum values. Willingness and ability to seek-out, share and adopt ideas and best practices in and outside the institution and embraces change introduced by others.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Must be able to work the weekends and evening hours as needed. Work on holidays may be required as well.
- Regularly required periods of physical activity, including moving briskly through the building, climbing ladders & stairs, and moderate lifting.
- Ability to lift at least 25 lbs.
- Must have a driver’s license.
To apply submit resume, the names of three references and cover letter indicating interest and qualifications to HR@thedoseum.org Please reference “Position: Exhibit Design Technician” in the subject line.

The above statements are intended to describe the general nature of work performed by the Exhibit Design Technician. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time at the discretion of the VP of Exhibits.