**Exhibits Assistant**

**Summary:** The Exhibits Assistant helps oversee changing activities and displays in all exhibit areas at The Golisano Children’s Museum of Naples. This position works closely with the Exhibits Manager, Education team, and Visitor Services team.

*This is a full time (40 hours/week) position from Wednesday to Sunday, with possible additional hours for special events on evenings and weekends.*

**Reports to:** Exhibits Manager

**Major Duties**

**Museum Exhibits**

* Exhibit Repairs and Maintenance
  + Assists in performing daily exhibits safety and maintenance checks.
  + Assists in the routine maintenance and repair of exhibit components.
  + Follow up on any reports by staff of non-working exhibit components or safety issues
  + If possible, immediately repair/replace any broken or non-functioning parts
    - When not possible, ensure all parts or support materials are ordered and follow up is expedited as soon as all resources are on site
* Assists in the evaluation and implementation of exhibits to assure high quality visitor experiences.
* Collaboration in planning, development, implementation, and evaluation of interactives and displays for key areas of the museum.
* Collaborates with the Education Team to assure interactions meet museum education standards.
* Collaborates with the development of new exhibits, activities, and experiences as assigned.
  + Design and fabrication of exhibit interactives and displays as needed.
* Assists in short and long-term planning of new museum exhibits and renovations.
* Assists in training visitor services team members for exhibit interpretation with museum visitors.
* Collaborates with other museum departments and staff to enhance and/or develop exhibit interactions.
* Assists in the management of inventory and budgets for exhibit supplies, ordering supplies as needed.
* Assists with exhibit consumable logs with vendors, inventory, and feedback.
* Assists with grants related to Museum exhibits.
* Other duties as assigned.

**Qualifications**

* Experience in design, building, and maintenance of exhibit
  + Carpentry experience preferred
* Knowledge in a variety of technical fields with the willingness to learn others such as computer, and AV equipment, carpentry, based electrical circuits, CAD, and or related engineering and design experience.
  + Ability to produce floor plans and exhibit drawings preferred
* Associate Degree, trade school certificate or related experience is preferred.
* Ability to work effectively and efficiently within a collaborative team environment.
* Ability to juggle several projects at the same time.
* Excellence in use of hand tools and power tools preferred.
* Up to date forklift certification a must or willingness to obtain certification
* Ability to work independently with little supervision and be responsible for timely completion of tasks.
* Must be comfortable working in a fast-paced environment.
* Must be outgoing, self-motivated and enjoy working with the public, in particular with children.
* Excellent computer skills.
* Excellent organizational skills.
* Excellent oral and written communication skills.
* Ability to work well with others and maintain professional manner using tact, initiative, good judgment and confidentiality.
* Ability to work with people of all ages.
* Must be able to lift up to 70 lbs.
* Proficient in using the Microsoft Office Suite software, Internet, and email.
* Must be able to work flexible hours, including evenings, holidays and/or weekends.
* Must have reliable transportation.
* Must be fingerprinted and pass a background screening. Employment is contingent upon clear background check.

**Working Conditions:**

1. General office and interactive children’s museum environment.
2. Regular interaction with the public, especially children.
3. Limited exposure to environmental hazards that may arise through normal tasks in this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**To Apply:**

Please send cover letter, resume, three references to [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109

All applicants for open positions will receive acknowledgement upon receipt of application. No phone calls please.

*CMON is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.*

**The mission of CMON is to create an exciting,**

**inspiring environment where children and their families**

**play, learn and dream together.**