Rochester Museum & Science Center
JOB DESCRIPTION

Job Title: Exhibit Fabricator

Department: Exhibit Services

Direct Supervisor/Manager’s Title: Deputy Director, Design/Exhibit Services

FLSA Status: Non-Exempt

Grade: S3a

Full-time/Part-time: Part Time – 20-25 hours per week

Date Prepared/Revised: 7/6/16

I. JOB SUMMARY

The Exhibit Fabricator is responsible for supporting a terrific RMSC visitor experience through participating in development, construction and implementation of exhibits and other construction related matters. The Exhibit Fabricator must have the ability to translate designers’ ideas (sketches, prototypes, as well as dimensioned drawings) into 3-dimensional form. The Exhibit Fabricator’s woodworking skills result in a demonstrated high level of finished quality and workmanship. The Exhibit Fabricator will have a thorough understanding of trade and construction materials and techniques. The Exhibit Fabricator must be comfortable working with exhibit designers and technicians, volunteers and other staff. The Exhibit Fabricator will aid in ordering construction materials when needed. The Exhibit Fabricator will help maintain an orderly shop by making sure tools and equipment are in good working order and that proper care and safety precautions are in practice. The Exhibit Fabricator may assist with installation of traveling and internal exhibits.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

<table>
<thead>
<tr>
<th>Describe duties, responsibilities, essential functions:</th>
<th>%</th>
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<tbody>
<tr>
<td>Construct exhibit related elements per specifications</td>
<td>75%</td>
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<tr>
<td>Construct other elements as needed per specifications</td>
<td>10%</td>
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<tr>
<td>Install new exhibits and upgrades old exhibits</td>
<td>10%</td>
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<tr>
<td>Other duties as assigned</td>
<td>5%</td>
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III. JOB DIMENSIONS

Responsible/accountable for Exhibit Fabrication.

IV. SUPERVISORY RESPONSIBILITIES

None

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:
Must have expertise with wood shop equipment.
Must have experience laminating and with laminating equipment.
Experience with metal working and various plastic are also a plus.
Some experience with CNC tooling is a plus.

Mental Activity:
Language skills:
Ability to read and comprehend simple instructions and short correspondence.
Ability to write clear, concise security reports and simple correspondence.

Mathematical skills:
Ability to count; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning ability:
Ability to understand and carry out detailed written or oral instructions.
Ability to respond to, assess and take appropriate action during emergency situations.
Have good reasoning ability. Ability to recognize dangerous situations and act accordingly.
Be able to communicate with a variety of individuals in a respectful, courteous manner.

Physical Activity:
While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; ascend/descend stairs without difficulty, to use hands to handle or feel objects, tools or controls; reach with hand and arms; stoop; kneel and crouch. The employee must occasionally lift and/or move over 55 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus. Must possess the ability to use various hand and electric/hydraulic tools.

Work Environment:
While performing the duties of this job, the employee works in both indoor and outdoor conditions with variable noise levels.
VI. QUALIFICATIONS

Education/Experience Requirements:
High school diploma (or equivalent education) and one to three years of experience in a fabrication or cabinet making environment. 
Associate’s or Bachelor’s is a plus.

Skills/Competencies Requirements:
None in addition to above.

VII. APPROVALS

____________________________________            Date: _____________________
Department Manager/Director

____________________________________            Date: _____________________
Department Vice President

____________________________________            Date: _____________________
Human Resources

This job description reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.