



Title: Exhibit Builder/Cabinet Maker	Grade: 8
Reports To: Exhibit Production and Facilities Manager	Department: 40-000

JOB SUMMARY:

This position constructs, maintains and repairs exhibit cabinetry and display work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Construct exhibits/displays and cabinetry emphasizing high quality finish work using wood plastics, wood products, plastic laminates, fabrics, metals, etc.
- Layout cabinetwork from plans and sketches.
- Produce exhibit items for finished exhibitry within constraints of exhibit timelines and budget.
- Produce exhibit items which meet quality standards.
- Pick up materials for exhibit production as needed from vendors.
- Assume other tasks and responsibilities as assigned by the Production Manager.
- Clean and organize fabrication shop.
- Available for occasional after hours work
- Regular punctual attendance

KNOWLEDGE/SKILLS:

- Basic knowledge of all standard tools and processes for production of cabinets and wood products.
- Basic knowledge of plastic laminate production.
- Basic knowledge of mechanical devices and their incorporation into exhibits.
- Basic knowledge of electrical construction as related to exhibits.
- Demonstrated ability to produce quality products in a production environment.
- Basic knowledge of blueprints, and visual and verbal methods of communication.
- Demonstrated organizational and communication skills.
- Ability to work with technical personnel to learn mechanical and technical techniques related to exhibit production.
- Ability to work with outside sources to acquire technical and material information.

EDUCATION AND WORK EXPERIENCE:

- 2+ years' in a wood working environment (through classes or hands on environment)
- Valid driver's license.

This position is non-exempt exempt, paid hourly salaried

This position is regular full-time regular part-time special project, working less than 29 hours/week.

Physical Demands: 0 % Sitting, 50 % Standing, 50 % Lifting/Carrying/Pushing/Pulling 5-100 Pounds.

REQUIREMENTS:

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Note: This position description is representative of the major position requirements and is not intended to be all-inclusive.

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