



Job title	Exhibit Builder/Cabinet Maker
Reports to	<i>Exhibit Manager</i>
Department	40-000
Grade	4

Cleaning Duties and responsibilities

Due to the unprecedented nature of the current pandemic, until further notice all employees will be expected to disinfect and clean aspects of the workplace as assigned. For the health and safety of our staff and guests this may include but is not limited to cleaning and disinfecting high-touch surfaces, shared staff spaces, restrooms, and guest areas.

Job summary

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

Duties and responsibilities

Primary functions:

- 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.
- Regular punctual attendance

Secondary functions:

- Assume other tasks and responsibilities as assigned by the Exhibits Manager.
- Clean and organize fabrication shop.
- Available for occasional after hours work

Qualification requirements

Knowledge and 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 and electrical devices and their incorporation into exhibit cabinetry.
- Demonstrated ability to produce quality products in a production environment.
- Basic knowledge of blueprints, shop drawings, 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.

Preferences:

- Knowledge and experience operating CNC router
- 2+ years' in a wood working environment (through classes or hands on environment)
- Bilingual—Spanish/English.
- Experience working with volunteers.
- Nonprofit and museum experience

Working conditions

This job is a regular, full-time, non-exempt position. The typical work schedule for this job is Monday - Friday between 8:30 a.m.–5:00 p.m. Occasional after hours and weekends may be required. Moderate to loud noise environment. Works in a shop environment with power tools and heavy equipment. Shared office environment.

Physical requirements

10% Sitting, 70% Standing, 20% Lifting/Carrying/Pushing/Pulling 5-100 lbs.

Additional requirements

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

Approved by:	
Date approved:	
Revised:	

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

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