

# Facilities and Exhibit Manager



Knock Knock Children's Museum

Baton Rouge, Louisiana

May 5, 2017

## Description:

Knock Knock Children's Museum is seeking an Facilities and Exhibit Manager to oversee the care and maintenance of the children's museum's physical building and equipment as well as the maintenance, installation and de-installation of Knock Knock's learning zone exhibits spaces and elements. The Manager will be responsible for inspecting, maintaining, and supervising the repair all mechanical, electrical, plumbing, AV/Technical equipment, and HVAC systems in order to guarantee efficient and satisfactory operating results. The Manager will survey the needs of the building and acknowledge any repairs or discrepancies by contracting out or personally correcting any such needed repairs or replacement parts. Additionally, the Manager will ensure learning zone exhibit maintenance is done properly so that components are operating safely and are in good working condition for the visitors. The Manager will be highly proactive and positive individual who demonstrates independent judgment, attention to detail, and teamwork and will report to the Director of Operations.

The successful candidate will welcome the opportunity to join a dynamic, and efficient, team that promotes the Knock Knock's vision and mission as an educational community resource and a family favorite destination for the Capital Region. As a vital member of our operational staff, the Facilities and Exhibit Manager will be held to a high standard to ensure the museum's building facilities and learning zone exhibits are functioning to their best ability.

## Responsibilities:

### Building Facilities

- Maintain work areas, equipment, and supplies, including ordering of materials;
- Maintain tool and equipment inventory, order, and cleanliness of assigned area within the Operations Department's guide lines;
- Initiate and facilitate maintenance and special projects as assigned;
- Coordinate system repairs and monitors system performance;
- Prompt response to repair calls;
- Write and execute maintenance work orders;
- Oversee facility quarterly and annual inspections;
- Supervise recycle program and waste management program and daily waste removal;
- Survey and keep accurate record of parts inventory and order more as necessary;
- Research best means of contracting out labor for repairs, landscaping, etc.;
- Manage all janitorial and maintenance duties throughout Knock Knock's facility;
- Ensure compliance with all safety and security protocols and local, state, and federal regulations;
- Aids in the development of budgets and schedules facility modifications and repairs;
- Manages maintenance/repair prevention of facility systems and equipment through detailed and accurate training of employees across Knock Knock in order to produce financially stable operations;
- Supervises various contracting crews, including parking attendants, janitors and building maintenance personnel; and
- Order and manage building and janitorial supplies.

# Facilities and Exhibit Manager

Knock Knock Children's Museum

Baton Rouge, Louisiana

May 5, 2017



## Learning Zone Exhibit Maintenance

- Work to repair, maintain, and enhance current learning zone exhibits according to the children's museum policies, procedures, and approved specifications;
- Work with other Operations Team members to fabricate, assemble, and install learning zone exhibit components for the children's museum permanent and temporary exhibitions;
- Assist in the construction of new exhibit components and accessory materials;
- Assist with the installation and de-installation of exhibits;
- Construct and install museum exhibit structures and other elements using a range of materials and tools/equipment. Must be comfortable working with a wide variety of power tools and workshop equipment: table saw, skill saw, pneumatic tools, router, etc.;
- Assist in the setup and tear-down of temporary/traveling exhibits and displays;
- Assist Event Coordinator with set-up and breakdown for special events and facility rentals as needed; and
- As required, assist with exhibit-related work at off-site locations.

## Qualifications:

- At least 2 years experience with facilities maintenance (preferably within a museum or community facility);
- Basic technical skills such as, but not limited to: painting, carpentry, metalwork, plumbing, electrical;
- Proper use of hand tools, power tools, technical equipment, and cleaning products;
- Ability to learn independently new construction techniques;
- Excellent troubleshooting and problem solving skills;
- Excellent follow through, work ethic, and attention to detail;
- Knowledgeable of electrical, mechanical and HVAC systems;
- General working knowledge of accepted museum standards in regards to exhibit maintenance and construction, use of tools and equipment, and the ability to research, identify, and procure parts and supplies using online computer and printed catalogs and other sources; and
- Presentable, communicative, and patient while working around children during museum hours;

## Physical Demands:

This is a moderately active position requiring the following physical qualifications and abilities:

- Lifting up to 50 lbs.;
- Sitting up to 2 hours at a time;
- Standing up to 4 hours at a time, intermixed with short distance walking;
- Walking to navigate the length of center and around the 6-acre site location;
- Climbing stairs and step ladders at various heights;
- Turning/Twisting/Bending/Stooping upper body mobility to reach top shelves, stoop to lower cabinets, files, storage areas, etc. and perform minor maintenance work;
- Pushing/Pulling to move inventory and equipment up to 50 lbs.

## Facilities and Exhibit Manager

Knock Knock Children's Museum

Baton Rouge, Louisiana

May 5, 2017



- Reaching to retrieving items from top storage shelves and repairs needed in high tight learning zone exhibit spaces;
- Squatting/Crawling to retrieving items from lower shelves and cabinets
- Manual Dexterity and sufficient motor control to operate and grasp office equipment and to use and demonstrate program activity equipment and supplies; and
- Visual Acuity to read, write, and transcribe information, data and numbers, as well as to see to operate transportation vehicles.

### **About Knock Knock Children's Museum:**

Poised to open at the end of summer 2017, Knock Knock Children's Museum will be an inclusive gathering place where families and children of all backgrounds and experiences will interact. The children's museum itself is an approximately 26,000 square foot facility currently in the final stages of construction in City-Brooks Community Park in Baton Rouge, Louisiana. Its prime location on 6 acres of existing parkland was selected to afford access to all communities within Baton Rouge and surrounding nine-parish area.

Knock Knock Children's Museum is comprised of hands-on, interactive exhibits called "Learning Zones." Anchored in research and evidence based practices addressing all areas of development, the "Learning Zones" are designed to create teachable moments that will connect children's every day experiences to learning. Knock Knock's focus is on the development of the whole child with the goal of increasing early literacy skills (*reading, writing, listening, and speaking*) while expanding knowledge and raising interest in STEAM (*science, technology, engineering, art, and math*) subjects and careers, especially among children from under-served and under-represented populations.

### **Knock Knock will:**

- Reach an annual attendance of 200,000 visitors;
- Serve children, birth through age 8, and their families;
- Serve the nine-parish Capital Region, which has experienced unprecedented population growth since hurricane Katrina in 2005;
- Provide high-quality early learning experiences for an expanding population of children living in under-resourced environments and poverty; and
- Help close the knowledge and early childhood education gap.

To date, Knock Knock has raised more than \$13 million of a \$14 million capital campaign. It is anticipated that the annual operating budget of the museum will be approximately \$2 million. To learn more about the children's museum please visit, [www.knockknockmuseum.org](http://www.knockknockmuseum.org).

### **To Apply for the Position:**

**Please submit, via email, the following application documents: cover letter, resume', and a list of three to five references including email and phone numbers for each reference in ONE - PDF document with Position Title in subject to: Opportunities@knockknockmuseum.org**

This position is open until filled. Knock Knock Children's Museum is an Equal Opportunity Employer.