

## JOB VACANCY

### Museum Technician

#### Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

#### Position Summary

The Museum Technician is responsible for the repairs and maintenance of the building, its operating systems, and the museum grounds. They will perform a wide variety of functions related to the repair, maintenance, and installation of permanent, temporary, and seasonal exhibits. The Museum Technician will also work in cooperation with other museum staff to ensure all museum guests and visitors have a positive experience.

**Department:** Visitor Experience  
**Reports To:** Director of Education & Exhibits  
**Hours:** Full time, 35 hour/week salaried position, Monday – Friday  
 Occasional overtime and/or evening and weekend work as required.  
**Salary & Benefits:** \$30,000 – \$40,000 annually  
 Eligible for Employee Benefits Program

#### Responsibilities

	<b>Time</b>
• Completing daily/monthly/annual repairs and maintenance to public and non-public areas related to the building, grounds, and permanent exhibits	50%
• Executing installation, maintenance, and removal of temporary and seasonal exhibits	10%
• Identifying and addressing all safety hazards promptly and effectively	15%
• Implementing preventative maintenance measures as needed	5%
• Soliciting costs and quotes to ensure competitive pricing and quality of goods and services	5%
• Coordinating and monitoring contractors on museum property	5%
• Providing overall support, including to staff, through set-up, installation, take-down, removal, repair, and maintenance within the museum	10%

#### Education

- Related vocational diploma or trades certification
- Courses in basic carpentry, electrical, plumbing, workplace safety
- Certified to operate a forklift and scissor lift

#### Experience

- Minimum 5 years in carpentry, electrical, plumbing, painting, drywall, and/or HVAC systems
- Skilled in the safe use of a variety of tools and machinery

### **Skills Required**

- Ability to work at heights up to 25 feet
- Ability to lift loads up to 60 lbs
- Ability to work outdoors
- Ability to work independently and as a member of a team

### **Skills Desired**

- WHMIS and First Aid certificates an asset

### **Conditions Of Employment**

- Acceptable results on a Police Information/Vulnerable Sector Check and Child Abuse Registry Check
- Proof of COVID-19 Immunization
- Use of provided face mask

### **To Apply**

- Forward resume and cover letter outlining suitability for this position to Andrea Brickwood, Director of Education & Exhibits, at [abrickwood@childrensmuseum.com](mailto:abrickwood@childrensmuseum.com)
- The Children's Museum is committed to fostering a working environment that supports diversity, equity and inclusion; and welcomes applications from all, especially those from under-represented groups. If you require accommodation when applying, please contact [abrickwood@childrensmuseum.com](mailto:abrickwood@childrensmuseum.com)

### **Deadline**

- Friday, October 7, 2022 at 4:30PM
- Interviews may be conducted as suitable applications are received.