



Gallery Maintenance Manager Job Description

Are you looking for a fun, inspiring place to work? North Dakota's Gateway to Science (NDGTS) is seeking a highly motivated, detail-oriented individual who is ready to be part of our team. The Gallery Maintenance Manager is responsible for maintaining the gallery and exhibits to inspire, educate, and engage curious minds and create positive and memorable experiences for our visitors of all ages.

About North Dakota's Gateway to Science

NDGTS is a hands-on science center with an interactive exhibit gallery in Bismarck ND. Our mission is to inspire the discovery of science through hands-on experiences. NDGTS recently opened a new 43,000 square foot building that includes a 13,700 square foot gallery with interactive exhibits on agriculture, energy, health care, transportation, water, weather, and more. The building also includes an education wing with a lab classroom, two additional classrooms, and a maker space, a deck on three sides of the building, and an outdoor classroom. NDGTS continuously works to develop engaging hands-on experiences for gallery visitors and program participants. The new facility will increase our capacity to serve all ages with educational exhibits and programs, and to offer use of facility space to outside user groups.

Primary Responsibilities

The Gallery Maintenance Manager is responsible for the regular maintenance and repair of exhibits in the gallery. The goal is to keep all exhibits in good working order at all times.

- Monitor and oversee exhibits maintenance; to include daily cleaning, light maintenance and troubleshooting of malfunctioning exhibits.
- Maintain documentation for gallery and exhibits maintenance procedures.
- Oversee organization and inventory of supplies, equipment, and tools related to exhibit maintenance and repair. Work within a set budget to maintain gallery supplies and materials.
- Oversee daily science center activity, and monitor and maintain exhibit gallery for safety and compliance with NDGTS policies.
- Demonstrate all exhibits with ease and familiarity.
- Respond to staff concerns about exhibits and gallery procedures.
- Provide leadership, maintenance training, and supervision to gallery staff, paid and volunteer.
- Be knowledgeable of safety and emergency procedures and keep Gallery & Exhibits Director informed of safety concerns.
- Communicate and enforce organization policies and procedures at all times.
- Address and document behavior and performance issues related to exhibits in a timely manner as they arise with all parties involved.

Education and experience required

- High school level science classes required, college coursework in education and science preferred.
- Experience supervising full and part-time staff across multiple shifts.
- Experience and interest in interacting with children and the public in formal or informal educational setting.
- Experience using computers and Microsoft Office.

Traits and skills required

- *Mechanical* – Must be comfortable with resolving mechanical, software, and electronic issues with gallery exhibits and equipment. Familiarity with Arduino programming is a plus.
- *Problem Solving* – Keen attention to detail and efficient problem-solving skills. Analyzes problem by gathering and organizing all relevant information. Identifies cause and effect relationships. Comes up with innovative and appropriate solutions.
- *Planning/Organizing* - Great time management, organization, and prioritization abilities. Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.
- *Adaptability* - Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- *Interpersonal Skills/Teamwork* – Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors, and team members. Interacts with people effectively. Able and willing to share and receive information.
- *Work Standards* – Sets and maintains high performance standards. Pays close attention to detail, accuracy and completeness. Shows concern for all aspects of the job and follows up on work outputs. Keeps up-to-date on applicable safety and health guidelines.
- *Integrity* – Shares complete and accurate information. Maintains confidentiality and meets own commitments. Adheres to organizational policies and procedures.

Terms of employment

- Salaried, full-time, exempt
- Salary \$50,000/year
- Must be flexible and willing to work beyond an 8-hour day as needed, including some evenings and weekends.
- Ability to work in an often-noisy atmosphere, standing and/or walking for long periods.
- Ability to maintain focus during very busy periods and coordinate many functions in a fast-paced environment.

Accountability

Position reports to Gallery & Exhibits Director.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

To apply, submit cover letter, resume, and references.

- **By mail:** MeriCarol, Administrative Assistant, North Dakota's Gateway to Science, 1600 Canary Avenue, Bismarck, ND 58501
- **By email:** mericarol@gscience.org

