



**JOB DESCRIPTION:** Assistant Exhibit Designer

**Reports To:** Exhibit Designer

**Status:** Full time, Nonexempt

**Date:** February 2018

### **CHARACTER OF THE POSITION**

(Nature, scope and organizational relationships)

Directly responsible for the guest interface with displays and exhibits. Works in tandem with Exhibit Designer to implement new exhibits, improve and maintain existing wet and dry exhibits within Maui Ocean Center. This is a multi-faceted role requiring head and heart, creative vision, carpentry and fabrication skills within a broad range of mediums. Brings his/her skillset of artistry, fabrication, handyman ability, and a proactive work ethic to the team. Demonstrates a creative and positive attitude, detail oriented, self-starter and can work on projects with minimum supervision. Genuinely enjoys working with both internal and external customers and exemplifies professional and ethical behavior at all times while furthering the mission of the organization.

### **MAJOR DUTIES & RESPONSIBILITIES**

(Statements that reflect measurable results)

Average  
Percent  
of Time

75%

Conducts maintenance and repairs as needed. Works cooperatively with Education, Curatorial and Exhibit. Maintains an open chain of communication regarding ongoing projects. Works well independently without direct supervision. Works well with others including the public, co-workers, volunteers, interns.

15%

Cleans exhibits and ensures safe operation. Weekly guest experience quality control inspections to include all areas with which guest come into contact including exhibits, structures, outdoor features, signage and buildings with an eye toward providing positive and impactful guest experiences.

10%

Organize and archive potential exhibit elements. Completes daily reports and other required paperwork. Keeps work areas safe, neat and orderly. Be available for all exhibit and related customer experience needs.

### **SUPPORTIVE FUNCTIONS**

In addition to performance of the major duties and responsibilities, this position may be required to perform a combination of the following supportive functions, with the percentage of time

performing each function to be solely determined by management based upon the particular requirements of the organization.

- Supports the Education Director and Exhibit Designer in carrying out the functions and goals of the departments.
- Assists management with additional projects and program development as needed.
- Keep in contact and build relationships with those knowledgeable about Hawaiian culture and traditional objects to ensure display and respect regarding Hawaiian handiwork, building techniques and sea life.
- Maintains a professional appearance in adherence with dress codes and grooming guidelines.
- Other duties as assigned.

### **PHYSICAL REQUIREMENTS**

**Frequency Key: Rare – up to 1 hour; Occasional – 1-3 hours; Frequent – 3-6 hours; Constant – 6-8 hours**

The frequency of physical activity is as follows:

- Constant – standing, near vision, far vision, hearing, and talking.
- Frequent – walking, crouching/bending/stooping, reaching, grasping, and pushing/pulling
- Frequent – climbing stairs and lifting/carrying up to 50 lbs.
- Occasional – sitting and travel

### **MINIMUM QUALIFICATIONS**

- Minimum 4 years' experience of related exhibits//display/set creation, fabrication and maintenance.
- High school graduate or general education degree (GED) required
- Ability to read, write and comprehend the English language.
- Exceptional guest service/vendor relation skill including verbal and professional-level written communication.
- Must provide full time availability including evenings (swing shifts), weekends, holidays and evening functions.
- Jack of all trades with the ability to prioritize, multi-task and work independently.
- Ability to work outdoors in all weather conditions including; wind, rain and full sun.
- Craftsman-level knowledge of shop tools. Electric, finish construction, repair, painting and fabrication skills.

- Safety conscious. Comfortable working around children and large crowds.
- Adhere to Maui Ocean Center Ethics and Conflict of Interest policies as well as other policies as laid forth in the employee handbook.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION  
INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE ESSENTIAL  
FUNCTIONS OF THE JOB.

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PRINT NAME

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SIGNATURE

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DATE