

Director of Exhibits & Facilities

About Us: Located on Olympia's East Bay waterfront, the Hands On Children's Museum is the leading play-based, early learning institution in Southwest Washington and the most visited children's museum in the Pacific Northwest hosting 320,000 visitors each year. Our mission is to stimulate curiosity, creativity and critical thinking skills through rich, interactive learning experiences. We believe that all children deserve respect and the opportunity to learn regardless of their ability to pay which is why the Museum works hard to serve more than one-third of its visitation through a robust suite of Access programs.

Voted a "Best Place for Kids" for more than a decade, the Museum offers a state of the art LEED Gold facility with 150 indoor exhibits, a half-acre Outdoor Discovery Center and nature play space, Arts Studio, a MakeSpace for tinkering and inventing, café and gift shop, and award-winning education programs including camps, workshops, preschool, parenting classes, field trips, community outreach and family support programs.

Overview of the Position: This key position reports to the Executive Director and is a member of the Museum's senior leadership team. The Director of Exhibits and Facilities is responsible for the management of new exhibit projects, care of existing exhibits, and all facets of the museum's facilities management including life safety and maintenance. The Director will enhance the visitor experience by ensuring high quality exhibits, a well-maintained building and beautiful grounds. The Director will work with the senior team to coordinate daily facility operations including shared responsibilities for custodial staff and facilities technicians. Also maintains relationships with key facility partners including the City, the Port, and LOTT Alliance as well as vendors, contractors and service providers.

The successful candidate will show a commitment to the Museum's core values, while demonstrating that they are innovative, accountable, and partnership-driven with a desire to learn new things and remain current on trends in exhibits and facilities management. The successful applicant will have applicable director level experience and be detail-oriented, enthusiastic and dedicated about creating a memorable visitor experience.

Responsibility Overview:

- Lead all aspects of the exhibits and facilities management including strategic planning, budget management, developing and maintaining procedures, and ensure best practices.
- Manage new exhibit fabrication from concept through installation of projects.
- Plan, develop and negotiate scope of work, pricing and contracts with exhibit and facilities contractors, subcontractors and vendors.
- Communicate with all staff and stakeholders regarding museum projects including external consultants, Museum management and operations team, internal design team members, fabricators and vendors.
- Supervise department staff team including exhibit and facilities technicians, custodial and exhibit/facility assistant and other support staff as needed.
- Facilitate regular internal exhibit and facilities team meetings and ensure effective coordination with the operations team.

- Develop and manage annual maintenance plan and preventive maintenance schedule for both facilities and exhibits.
- Ensure timely repairs and work order system, track progress of projects and communicate effectively.
- Other duties may be assigned.

Exhibits Management (35%)

- Works with senior team to identify strategic goals for exhibits management including refurbishing, refreshing, creating new exhibits and identifying traveling exhibits.
- Develops and maintains a regimen of daily, weekly, and monthly exhibit upkeep including but not limited to developing cleaning protocols, ordering and replacement of worn parts for exhibits and equipment, and recommending appropriate equipment and/or component purchases and maintenance as necessary
- Manages new exhibit development projects including working with exhibit designers and fabricators as well as local trades and craftsman.
- Develop scopes of work and list of deliverables with payment schedules for production/construction contracts.
- Supervise and participate in exhibit fabrication and installation
- Manage incoming traveling exhibits between HOCM and exhibit/program vendors.
- Schedule preventative maintenance of exhibits and diagnose and troubleshoot exhibit challenges to minimize downtime.
- Works with exhibits/facility assistant to identify appropriate props and ensures adequate inventory of exhibit props and loose parts.
- Ensures daily safety and cleanliness of exhibits, building, and grounds before the museum opens to the public.
- Meets with Visitor -Services and Education Teams to seek feedback from the visitor's perspective to be used in evaluating exhibits, exhibit improvement and upgrades.
- Keeps staff informed of maintenance scheduling changes and exhibit closures or repairs that impact the public.
- Maintains a current and continuous inventory of exhibit warranty's, source information and equipment maintenance requirements.

Facilities Management (45%)

- Oversee maintenance, repairs, preventative maintenance, and updates of buildings, grounds and parking lots.
- Build relationships and serve as liaison to vendors, external contractors and business partners.
- Serve as initial point of contact for security alarm company.
- Implement public safety and emergency procedures including assisting guests and staff during emergencies.
- Update and provide training to staff on Museum emergency plans.
- Oversee clean, organized, and safe facilities shop with tools in working order and ensure staff is trained in shop safety.
- Maintains a current and continuous inventory of departmental maintenance equipment.

- Schedules and coordinates janitorial, waste management, HVAC, landscaping, equipment inspection, large scale annual cleaning efforts.
- Must work with specific vendors to maintain relationships and annual plan for HVAC, plumbing, lighting, electrical, mechanical, alarm, and elevator systems .

Administrative Management (20%)

- Manage department staff including 2-3 technicians, Exhibits/Facility Assistant and Facilities Manager including hiring, training, supervision, discipline and termination if required.
- Creates comprehensive 2-week schedule for department staff to include regular and special projects.
- Provide leadership and vision for department direction.
- Attends All Staff meetings, Board meetings, Special event meetings, safety meetings and Adult Swim events.
- Review and approve payroll submissions and PTO requests.

Qualifications

- Bachelor's degree preferred with 5-7 years management experience in museum exhibits, facilities, theater or entertainment venues, and/or commercial construction. Prior experience in children's or science museums.
- Previous experience managing a staff of 3 or more required.
- Experience coordinating new or refurbishment projects required.
- Experience includes direct responsibility for project management and fabrication of projects from \$10K to over \$500K including budget formulation and tracking, cash flow, purchase orders, invoices, direct purchasing, and expense reporting.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret technical instructions.
- Ability to read architectural plans & specification manuals for both buildings and exhibits.
- OSHA and SDS knowledgeable.
- Basic shop skills desired, building materials, AV, and electronic components experience preferred
- Experience working in a team where a high degree of daily communication is required
- Ability to work in a fast paced environment.
- Possesses aesthetic and creative skills.
- Demonstrated ability in team building, collaboration and motivating others
- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Ability to analyze bids and contracts.
- Proficient computer skills including scheduling software and Microsoft Office products
- Working knowledge of ADA requirements.
- Ability to be on feet for long periods of time when needed.
- Excellent time management skills.

Salary & Benefits: Annual salary rate will be commensurate with qualifications and experience. Benefits include: paid time off, medical, dental, vision, retirement plan, pre-tax supplemental insurance and a scream room!

To apply, please submit a cover letter, resume and 3 professional references. For more information, please visit our website at www.hocm.org To learn more about Olympia, visit www.experienceolympia.com We are an Equal Opportunity Employer.