



JOB POSTING: PART-TIME EXHIBITIONS TECHNICIAN

ORGANIZATION

Humanities Texas advances history, culture, and education. As the state affiliate of the National Endowment for the Humanities, we conduct and support public programs in history, literature, philosophy, and the other humanities disciplines. These programs strengthen Texas communities by cultivating the knowledge and judgment that representative democracy demands of its citizens.

EXHIBITIONS TECHNICIAN

Traveling exhibitions comprise one of our signature public programs. The goal of this program is to provide high-quality, affordable resources on a variety of humanities topics to cultural and educational institutions throughout Texas and the nation.

The exhibitions technician will report to the Humanities Texas director of programs and communication and will work closely with other staff. They should be highly organized, efficient, and detail oriented; able to work independently as well as part of a team; relate comfortably to a broad spectrum of people; and communicate effectively with venues, suppliers, and contractors.

This is a part-time, on-site position (20 hours per week).

SPECIFIC RESPONSIBILITIES:

- Coordinate all shipping and receiving activities in collaboration with exhibitions coordinator.
- Conduct preventative and routine maintenance and repairs on all exhibitions and crates/cases.
- Work with exhibition coordinator to ensure safe handling, movement, installation, packing, and crating of exhibitions.
- Assist with fabrication of new and refurbished exhibitions.
- Maintain order and security within all storage areas and preparation workshop.
- Keep updated inventories of program-related tools, equipment, and supplies.
- Maintain exhibition inventory and shipping records using spreadsheets and in-office database.

The position will require some general administrative responsibilities; occasional weekend work; in-state travel; and, at peak periods, support of other Humanities Texas programs.

MINIMUM REQUIREMENTS

- Experience in museum, theater, trade show, or retail exhibit/display projects environment.
- Demonstrated ability to manage multiple tasks, prioritize responsibilities, maintain deadlines, and produce high-quality work.
- Documented experience using power and hand tools.
- Must be able to physically lift and/or carry up to fifty pounds without assistance.
- Excellent communication skills.

PREFERRED QUALIFICATIONS

- Hands-on experience as a fabricator, mount-maker, carpenter, art-handler, or technician.
- Familiarity with standards of production and installation and best practices for handling art and artifacts.
- Experience with Adobe Creative Suite and Microsoft Office.
- Experience with documentation photography.

SALARY

\$22–25 per hour (commensurate on experience).

Benefit options available for medical, dental, and vision insurance.

HOW TO APPLY

Please email resume and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify “exhibitions technician” in the email subject line. Preliminary review of applications will begin immediately.

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices. Humanities Texas is also following local and CDC guidelines regarding COVID practices.

Posted 5/8/22; open until filled.