

## **MID-HUDSON DISCOVERY MUSEUM**

### **Position Announcement**

**Posting date: December 12, 2022**

**Exhibits and Facilities Associate.** Mid-Hudson Discovery Museum (MHDM), in Poughkeepsie, NY, seeks an individual to support Museum operations by performing exhibit and facility maintenance.

This entails responsibility for maintaining and repairing exhibits, maintaining gallery spaces, and ensuring exhibit safety. This position also assists facility maintenance/repair and cleaning services.

**PLEASE NOTE:** This is a part-time position (5-10 hours/week), with potential to increase hours as needed.

**Application Instructions for Exhibits and Facilities Associate  
at Mid-Hudson Discovery Museum**

Please review the position description and include the following items with your application:

- 1-page cover letter
- Resume
- 1–2-page bullet-list summary that explains how your previous experience supports the key duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, appropriate phone numbers, mailing address, and email address for each reference. References will only be contacted upon your approval of a release to do so. *(Do not send letters of reference.)*

Please e-mail your application as a Word or PDF file to [jobs@mhdm.org](mailto:jobs@mhdm.org).

Please do not send your application embedded in the text of an email. Applications will be accepted until the position is filled. We will only contact applicants that most closely fit position requirements.

Thank you for your interest in the Mid-Hudson Discovery Museum. We look forward to reviewing your application.

***The Mid-Hudson Discovery Museum is an Equal Opportunity Employer  
with a passionate commitment to diversity, equity, and inclusion.***

**MID-HUDSON DISCOVERY MUSEUM  
POSITION DESCRIPTION**

**Title: Exhibits and Facilities Associate**

**REPORTS TO:** Guest Experience Manager

**MAIN FUNCTIONS:**

Support Museum operations by performing exhibit and facility maintenance. This entails responsibility for maintaining and repairing exhibits, maintaining gallery spaces, and ensuring exhibit safety. This position also assists facility maintenance/repair and cleaning services.

**EXPERIENCE AND SKILL REQUIREMENTS**

- Upbeat and positive attitude, with enthusiasm for the Mid-Hudson Discovery Museum and for ensuring excellent and memorable experiences for Museum guests
- Strong carpentry skills in fabrication, installation, and repair
- Knowledge of basic plumbing and electrical
- Painting and finishing skills
- Ability to use both hand tools and power tools
- Ability to follow through on tasks and to seek assistance from appropriate staff members
- Ability to multi-task and to remain calm and courteous under pressure
- Ability to take direction and show initiative

**WORKING CONDITIONS:**

- Family-friendly, hands-on (and sometimes messy!) museum environment. Usually high energy and busy, but can also have slow periods.
- Must be willing and able to handle multiple projects at times
- Must be able to lift and move 45 pounds (ladders, paint buckets, etc.)
- Must have the physical endurance and willingness to work on feet for a significant portion of each day

**TIME COMMITMENT:**

Anticipated hours are 5-10 hours per week, with potential to increase hours as needed. Weekend, holiday and evening availability is required.

The Mid-Hudson Discovery Museum is open:  
Tuesday through Saturday 9:30 am - 5:00 pm  
Sunday 11:30 am - 5:00pm

Plus:

Select Holiday Mondays 9:30 am - 5:00 pm  
Mondays in July and August 9:30 am – 5:00 pm  
Select evenings 5:30 pm – 8:30 pm

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