

Great Lakes Children's Museum
Volunteer Job Description

Exhibit Builder

Revised March 2021

Location: Great Lakes Children's Museum **Reports to:** Impact Manager & Executive Director

Purpose

The Great Lakes Children's Museum provides a foundation for lifelong learning through play-based exploration. The Museum galleries house exhibits which are the tools of learning. Exhibits guide learning by providing a stimulating environment that invites playing, imagining, and questioning. Exhibits that are built with quality and care with an eye to safety can spark learning in thousands of people every year.

Position Summary:

Exhibits are designed by the Education Committee and an ad-hoc design committee. Their job is to come up with educational concepts, costs, timelines, material sources, and fairly detailed plans for what the exhibit should look like and how it should function. The exhibit builder's job is to help transform that vision into a physical exhibit.

Duties

- Help create a new exhibit according to the plan from the Education Committee & Design Team.
- Record volunteer hours online or in the logbook kept in the GLCM office.
- Ensure safety is maintained by making structures sturdy, rounding off corners, reducing tripping hazards, and generally sticking to universal design concepts.
- Document materials sourcing so that replacement components, paint, etc are easy to find after creation.
- Ensure quality of work; sharp edges, exposed wires, and other hazards are unacceptable. Work must reflect the level of safety that GLCM requires for its facility and exhibits.
- Examine new exhibit plans for long-term maintenance issues, and gives recommendations based on their experience.

Requirements

Background Check: No

Experience: A wide range of experiences qualify for this position. Although no particular skills are necessary, experience with painting, building, woodworking, metal work, wiring, plumbing, HVAC, and other "handy" experience helps.

Time & Commitment: There is no minimum or required amount of time for this position. If your availability is limited, you may work with the Impact Manager to determine a schedule that works for

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you. Typically, exhibits are built on a timeline which determines how many hours are available to construct the exhibit. The build team may pick a day of the week and build until the exhibit is completed.

Restrictions:

- Exhibit Builders should be mindful of their own physical restrictions and limitations, and should not do more than they are comfortable with.
- Use Personal Protective Equipment (PPE) where necessary – in most cases GLCM has PPE available for use. Do not risk personal injury, use safety glasses, gloves, masks, etc where applicable.
- Use all tools and supplies as intended, especially ladders and power tools. Ask if unsure.
- Never leave dangerous tools or situations unattended while children are in the museum.

Application

1. Fill out a volunteer application found online or in the GLCM Office.
2. Review the Volunteer Handbook and Code of Conduct; return a signed copy of the Code of Conduct to the Impact Manager.
3. Conduct a brief interview with the Impact Manager to determine your schedule, your 'will do's and won't do's, and any changes you would like to make to this job description.

Compensation

This is an unpaid position, but if you incur pre-approved materials costs please save and turn in your receipts to be reimbursed. If you choose to donate those materials, please still turn those receipts in so that we can track the in-kind donation. It is important that we track all costs, even donated materials, so that we can make accurate determinations about operational costs.

Drop In Volunteers

The drop-in version of exhibit building involves one or more people scheduling a period of time where they can help build. These are often activities like demolition of old exhibits, sanding, priming, and painting. Reach out to the Impact Manager to schedule a time to help build. Important details are the estimated number of people coming, the length of time they will be available, and whether any group members have special skills to lend.

Adopt an Exhibit: Groups looking to volunteer regularly (monthly, quarterly, or biannually) may want to adopt an exhibit. If your group can commit to regular maintenance, we'll make that exhibit the focus of our work, and affix a placard thanking your group for keeping that exhibit up!

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