



**Job Title: Digital Dome and**

**Job Title:** Digital Dome and Exhibits Manager

**Reports To:** Senior Director of Exhibits

**Classification:** Full-time, Salaried, Non-Exempt

**Schedule:** 40 hours per week. Tuesday – Saturday Schedule. Regular weekend work will be required and occasional evening hours.

**Compensation:** \$35k-\$36.5k with Benefits

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### **Background**

Kaleideum's mission is to inspire wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members. Our employees are people with different strengths, experiences, and backgrounds, who share the belief that every person deserves the opportunity to reach their highest potential. At Kaleideum, creating a culture of belonging is everyone's responsibility.

Kaleideum currently operates out of the 400 W Hanes Mill Rd. north campus. Kaleideum North will be closing to the public on December 31, 2023 in preparation for the move to our new location downtown Winston-Salem at 120 W 3<sup>rd</sup> Street in January 2024. The Kaleideum Planetarium will be renamed the Digital Dome which is a multi-media theater focusing not only on Astronomy, but various STEAM topics.

### **Position Overview**

The Digital Dome and Exhibits Manager is a core member of a team dedicated to ensuring all visitors to Kaleideum have the best possible experience. This position primarily manages scheduling for the Digital Dome; runs weekly Digital Dome shows; is trained on Manager-on-Duty protocols; opens and closes the exhibits; assists with exhibit maintenance; and contributes to exhibit and Digital Dome visitor evaluation.

## Position Duties

### Digital Dome Scheduling and Operations (40%)

- Update weekly show schedule which includes frequent changes from group bookings and private showings.
- Update and display two-week show schedule for the public.
- Update monthly staff schedule.
- Attend scheduling meetings across departments.
- Update Educator's Guide that is sent out to schools, yearly.
- Greet groups that have booked Digital Dome shows and deliver museum and Digital Dome rules.
- Run multiple Digital Dome shows each week.
- Once or twice a month serve as manager-on-duty for evening events such as astronomy observations, First Friday, and Second Saturday events.
- Contribute to selection, improvement, and development of Digital Dome shows.

### Exhibits (30%)

- Turn on exhibits, and occasionally the facility, 30-minutes before the museum opens.
- As assigned, perform hourly walkthroughs of the exhibit spaces and take necessary steps to ensure that required specifications of operating conditions and safety are met, as well as the museum's standards of >96% of exhibits on the floor working properly for visitors and put-up signage marking 100% of any non-functioning exhibits as "under repair."
- Monitor radio chatter and promptly address any emergent exhibit malfunctions that occur during work hours.
- Turn off exhibits, and occasionally the facility, after the museum closes and report any exhibits that are no longer working as expected.
- Work to maintain tool and equipment inventory, order, and cleanliness of assigned area within the shop area.
- Collaborate with Facilities Department to keep shop in neat and safe order according to OSHA and museum standards.
- Install and dismantle seasonal feature exhibitions.
- Maintains organization of storage for feature exhibitions.
- Field questions about feature exhibitions from other institutions who may want to rent the exhibits. Helps to arrange shipping and serves as liaison to help direct set up/breakdown.

### Personal Interactions, Meetings, and Professional Development (15%)

- Address visitor and staff questions, concerns, and complaints in a calm, professional manner.
- Attend meetings with department leadership in planning and vision for the new Digital Dome.

- Attend mandatory safety and other trainings as required.
- Attend monthly staff meetings, weekly operations meetings, as well as regular department meetings.
- Work with outside contractors and volunteers to assure quality control and safety standards as needed.

#### Evaluation (10%)

- Observe museum visitors' interactions with exhibitions to evaluate ways to improve the experience.
- Interview visitors about their experiences with exhibitions and Digital Dome shows.

#### Other Duties as Required (5%)

### **Required Skills, Experience, and Characteristics**

- Passion for science education in general and astronomy in particular.
- Commitment to inspire wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.
- Personifies Kaleideum's values of resilience, insightfulness, innovation, accountability, and relationship driven.
- Promotes diversity, equity, accessibility, and inclusion.
- Ability to work independently, collaboratively as part of a team, and as leader of a team.
- Intermediate level of technical troubleshooting.
- Ability to manage the stress of both having to figure out how to solve a problem that no one knows how to fix as well as the repetitive tasks of resetting exhibits that receive a lot of wear and tear from our 200k visitors per year (including some visitors who are particularly rough on the exhibits.)
- Strong project management and time management skills, including the ability to manage multiple projects simultaneously, delivering on budget and within deadline.
- Eagerness to interact with visitors in a helpful, friendly, and energetic manner.
- Comfortable and effective in phone and in-person conversations.
- Conflict resolution skills.

### **Bonus Skills and Experiences**

- Academic Background in Science
- Experience working in a science center and/or children's museum.
- Experience with scenic and/or lighting design
- Digital fabrication skills (CNC, laser cutter, 3D printer, etc.)
- Carpentry skills
- Proficiency in computer maintenance and/or programming

### **Essential Physical Functions**

The physical demands required to perform the essential functions of this job include moving more than half of the day, lifting equipment and/or packaged materials at 75-100lbs (with appropriate equipment and assistance from others), and positioning oneself to repair and install equipment in exhibit cabinetry. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability.

*Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

*All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.*

To apply, please submit a museum application and resume to Caitlyn Zarzar at [czarzar@kaleideum.org](mailto:czarzar@kaleideum.org).