



Job Description: Exhibits and Facilities Manager

Title - Facilities and Exhibits Manager

Job status: Full time, salaried

Compensation - \$65,000-\$70,000

Reports to: Director of Guest Experience

Closes - May 18, 2025

kidSTREAM Children's Museum, 3100 E. Ponderosa Drive, Camarillo, CA 93010

Summary

kidSTREAM, an emerging Children's Museum is searching for an Exhibits and Facilities Manager to help us achieve our mission of inspiring growth in all children by engaging families in learning through play. This is a unique opportunity to help build memorable experiences for the children and families of our community. The Exhibits and Facilities Manager leads the creation, fabrication, maintenance, and evaluation of the museum's exhibits and public spaces. The Exhibits and Facilities Manager works closely with the Director of Guest Experience and the Community Engagement Manager to integrate best practices of informal learning into a seamless visitor experience. This position will also play an exciting role in creating the inaugural experiences of the museum. The ideal candidate will be an experienced manager with demonstrated technical skills and the ability to troubleshoot, problem-solve, collaborate and think creatively.

Responsibilities

This position is responsible for the direction of the maintenance and improvement of all areas and facilities and the direction of the Exhibit and Facilities Team.

Exhibit Oversight 30%

Exhibits and Facilities Manager designs, maintains and evaluates exhibit components including assisting with regular safety or maintenance checks, maintains records, tests new components and helps install the museum's evolving exhibits.

This position manages vendor contracts and relationships as well as coordinating project schedules.

Facilities Oversight 30%

This position also performs facility repair and daily maintenance of the Museum campus, all building components and areas as needed.

Leadership 30%

To lead onboarding, hiring, mentoring and training of the Exhibits and Facilities team. This position will also be a leader for all museum staff during Operations to support operations, interact with key stakeholders and lead the decorum of a positive, organized, and collaborative team environment.

Events and Activations 10%

The Exhibits and Facilities Manager will also support on and off site events to include fabrication, installs, break downs, sound systems, décor, and props.

Qualifications

- Bachelor's degree in architecture, art, engineering or museum related field
- Bilingual Spanish applicants preferred
- Must have fabrication experience in building exhibits, furniture, props, sculpture or related items

- Experience working in design software is desirable
- Certification in trades such as electrical, welding, plumbing etc is desirable
- 3 years experience leading a fun, hardworking, dynamic team required
- Ability to use expert written and verbal communication effectively with a wide variety of individuals including parents, caregivers, children, volunteers, and donors
- Detail oriented and extremely reliable
- Ability to maintain current driver's license required
- Ability to have shifts of strenuous physical labor that may include: lifting heavy objects, standing for extended periods of time, work outdoors, and other duties in line with the task requirements
- To serve the best interest of museum patrons, kidSTREAM will conduct a criminal background check on all prospective employees

Skills and Abilities

- Candidates should have a demonstrable passion for the mission and work of the Museum and have a strong desire to make a difference in their community.
- Successful candidates will have excellent communication skills and have the ability to spark collaboration across the team.
- Candidates should be agile problem-solvers with the ability to make sound decisions. abilities and be energized, enthusiastic, and focused on providing world-class customer service.
- Experience in Museum Exhibitions, light construction or similar trade and five or more years in a facilities or design role is required.
- Experience with HVAC, electrical, or plumbing work is highly desired. Experience working with exhibits in a Museum space or creating sets in a theatre space would be ideal.
- At least two years' experience managing a team is required.
- Candidates should have a valid unrestricted driver's license with clean driving record and the ability to pass a background check.
- This position requires extensive walking, standing, heavy lifting, and use of power tools. Regular weekend hours and occasional evening hours may be required.*

Other Relevant Information

- kidSTREAM's mission is to provide an engaging environment where kids explore, play, and discover.
- kidSTREAM's vision is to inspire and empower kids to become critical thinkers, innovators, and life-long learners. We inspire growth by engaging families in the power of play, knowing that everyone can learn more—and learn better—when they play together. Our employee benefits include a generous amount of paid time off, health, dental, vision, and life insurance coverage and of course lots of discounts at kidSTREAM. Our values include children, family, play, learning, community, collaboration, diversity, equality, access and inclusion.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, transgender status, gender, national origin, age, physical or mental disability, veteran status, uniform service member status, genetic information, or any other status protected by federal and/or state law. Diverse candidates are encouraged to apply.

How to apply:

- Submit a Cover Letter and Resume to the Director of Guest Experience at dani.hildreth@kidstream.org (no phone calls please)
- Submit a portfolio of any relevant work experience (optional)