



Specialist II, Exhibit Support (FSC)

Reports to:	Director	FLSA Status:	Exempt
Department:	Fernbank Science Center	Structure/Grade:	Unified 122
Division:	Teaching and Learning	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Performs routine tasks to create and maintain educational exhibits with interactive experiences, manages collections, and engages with stakeholders to promote science education. Performs duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Designs and maintains exhibits, ensuring they are engaging and educational, and oversees repairs and maintenance to the exhibits.
- Develops educational experiences and produces exhibits that effectively communicate themes and concepts to a diverse audience.
- Manages social media platforms, creates digital content that supports the organization's mission, and engages with the online community.
- Maintains vendor relations, negotiates contracts, and participates in public relations activities to enhance the organization's profile.
- Designs print media for various purposes, including promotional materials, informational brochures, and event flyers.
- Provides educational talks or presentations to the public, effectively communicating relevant information in an engaging manner.
- Cares for housed animals by managing their maintenance routines and ensuring their well-being is prioritized at all times.
- Oversees lighting systems and technical aspects of exhibit presentation to ensure optimal visitor experiences.
- Coordinates assigned project tasks effectively to meet objectives.
- Performs additional duties as assigned.

Qualifications

- Associate degree from a Professional Standards Commission approved accredited college or university required.
- Minimum three (3) years of related industry experience is required.



Knowledge, Skills, and Abilities

- Knowledge of simple electrical circuits and lighting design
- Knowledge of social media platforms and strategies, and ability to create engaging digital content
- Ability to care for animals
- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets
- Strong attention to detail with the ability to maintain a high level of accuracy
- Artistic ability and industrial art skills, including graphic design
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain confidentiality

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 4/17/2026