



JOB DESCRIPTION

LEGO Collections & Display Associate

Rev. 06/23/2026

POSITION OVERVIEW

The LEGO Collections & Display Associate serves as a steward for all LEGO-related exhibits, collections, inventory, programs, and retail operations.

This position is responsible for maintaining a highly organized, functional, and engaging LEGO environment across TrainTastic. The LEGO Associate oversees display maintenance, inventory management, exhibit development, Collector's Corner retail inventory, LEGO event preparation, and the long-term growth of the museum's LEGO collections.

The ideal candidate combines strong organizational skills with creativity, attention to detail, and a passion for building, collecting, and preserving LEGO creations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Collection Management

- Maintain and organize the museum's LEGO inventory, including loose bricks, minifigures, sets, instructions, and display elements.
- Catalog and track collections, donations, display assets, and retail inventory.
- Develop and maintain systems for storage, labeling, sorting, and inventory control.
- Assess incoming LEGO donations and determine appropriate use for exhibits, programming, resale, or parts inventory.
- Maintain accurate records of collection assets and their condition.

Display & Exhibit Management

- Serve as the lead person for all LEGO displays throughout the museum.
- Construct, repair, clean, and maintain exhibit-quality displays.
- Develop new displays and exhibit concepts that align with museum goals and guest interests.
- Monitor displays for damage, missing pieces, and presentation quality.
- Coordinate seasonal updates, special exhibits, and rotating displays.
- Assist in planning display layouts, viewing angles, signage, and guest engagement opportunities.

Collector's Corner & Retail Operations

- Maintain inventory levels for LEGO-related merchandise and Collector's Corner products.
- Prepare and stock pre-owned sets, loose bricks, minifigures, and specialty items for sale.
- Evaluate donated sets for completeness and condition.
- Create product descriptions, pricing recommendations, and inventory records.
- Ensure retail displays remain organized, attractive, and fully stocked.

Programs & Events

- Serve as the primary point of contact for all LEGO programming needs.
- Prepare materials for camps, workshops, classes, competitions, and special events.
- Assemble build kits and activity materials.
- Support LEGO Community Build Days, Brick Builders Club, and other LEGO-focused initiatives.
- Assist with event setup, operation, and teardown.

Volunteer & Team Coordination

- Provide direction and task assignments for LEGO volunteers and work-study participants.
- Create organized workflows for volunteers assisting with sorting, inventory, and display maintenance.
- Train staff and volunteers on collection handling procedures and organizational systems.

Educational & Guest Experience Support

- Assist with interpretive signage, exhibit descriptions, and educational content.
- Help develop engaging experiences for both families and Adult Fans of LEGO (AFOLs).
- Support the museum's mission through hands-on learning opportunities and interactive exhibits.

QUALIFICATIONS: WORK EXPERIENCE & EDUCATION

Required

- Strong organizational and project management skills.
- Ability to manage large inventories and detailed record keeping.
- Ability to lift up to 40 pounds and work on ladders when necessary.
- Experience with inventory management systems, spreadsheets, or databases.
- Strong attention to detail and problem-solving skills.
- Ability to work independently while managing multiple projects.

Preferred

- Extensive knowledge of LEGO products, themes, building techniques, and collecting.
- Experience building or maintaining large-scale LEGO displays.
- Experience working with museums, attractions, hobby organizations, retail operations, or educational programs.
- Familiarity with Adult Fans of LEGO (AFOL) communities.
- Photography, graphic design, or exhibit design experience is a plus.

Key Competencies

- Organization
- Inventory Management
- Creativity
- Attention to Detail

SUCCESS MEASURES

- A successful LEGO Collections & Display Associate will:
- Maintain an organized and functional LEGO inventory system.
- Keep displays clean, complete, and guest-ready.
- Ensure Collector's Corner inventory remains stocked and profitable.
- Successfully prepare materials for programs and special events.
- Develop new displays and experiences that enhance the guest experience.
- Grow and steward the museum's LEGO collections in support of TrainTastic's mission.

PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job, the employee is required to move independently within the museum office and spaces. Further, the employee is frequently required to stand; walk; use hands to handle or feel; and reach with hands and arms. The job requires long periods of walking and standing while working with museum patrons and colleagues. In addition to occasional kneeling, stooping, and crouching throughout the day. The employee must occasionally lift and/or move items over 50 pounds. The noise level in the work environment is usually low to moderate, however, it can be moderate to loud during peak periods. This role routinely uses standard museum and office equipment such as computers, phones, exhibit machinery, and printers/scanners.

REPORTS TO

Director of Marketing & Events

THIS JOB DESCRIPTION REFLECTS THE GENERAL SCOPE OF THE ROLE. ADDITIONAL DUTIES MAY BE ASSIGNED, AND RESPONSIBILITIES MAY CHANGE AS THE NEEDS OF THE ORGANIZATION EVOLVE.