



Job Title	Museum Exhibits Designer	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	3	Job Code	16028

Class Specification – Museum Exhibits Designer

Summary Statement: The purpose of this position is to oversee, coordinate, and participate in the design, planning, development, fabrication, installation, maintenance, and repair of all museum exhibits; perform a variety of highly technical duties relative to assigned area of responsibility; evaluate lighting, graphics, audio and visual, or other interactive components; and ensure optimum visual presentation of all exhibits.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Develops floor plans for each exhibit; designs exhibit specifications and working drawings for all casework and construction; determines graphics, lighting, and signs while taking into account visual presentation; and complies with traffic flow and ADA guidelines.
35%	Supervises the design, production, and fabrication of all casework, displays, graphics, signs, and painting of galleries; recommends and implements modifications to systems and procedures; and supervises the maintenance of inventories of exhibition supplies and construction materials.
20%	Directs and participates in the installation and uninstal of all activities pertaining to museum exhibits; ensures all photographic documentation of permanent, travelling, and temporary exhibits are complete at the start of uninstal; and assists staff in the pick-up and delivery of incoming loan objects, unpacking, and crating of outgoing travelling exhibits.
10%	Maintains existing exhibits by ensuring that the interactive displays are in good working condition; makes necessary repairs; ensures areas are kept clean and visually appealing; updates text information to ensure accuracy; and maintains documentation pertaining to exhibits.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in liberal arts, museum studies or related field.

Experience: Three years full-time experience a museum exhibit design or related field.



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Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Several Times per Month



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Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, copier, telephone, printer, hand held power tools, hand tools, paint mixer, electric lift, mat-board cutter, gloves, and protective eye goggles.

Specialized Computer Equipment and Software: Microsoft Office, Adobe Photoshop, Adobe Creative Suite, and other relevant design software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014