

Job Class Profile: Museum Exhibits Designer**Pay Level: CG-37 Point Band: 814-847**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	5	4	5	5	4	3	
Points	280	67	13	24	120	108	103	86	32	833

JOB SUMMARY

The Museum Exhibits Designer performs technical, administrative and supervisory work in the designing of museum exhibits, dioramas and animated displays and in their fabrication, installation and exhibition. Work involves designing exhibits, developing plans and specifications for use by in-house personnel and by private enterprise, and overseeing the fabrication and installation of museum exhibits. Supervises museum technicians in varied areas of specialization engaged in recreating and restoring artifacts.

Key and Periodic Activities

- Plans, explains and assigns work assignments.
- Distributes plans, specifications and bills of material. Inspects work in progress for compliance with technical requirements.
- Designs exhibits, dioramas and animated displays. Drafts blueprints, develops bills of material and specifications. Orders materials.
- Designs brochures and pamphlets and re-writes presentations regarding exhibits.
- Compiles procedural instructions and guidance for curators on the installation and fabrication of exhibits at certain regional museums.

SKILL**Knowledge****General and Specific Knowledge:**

- Exhibit development and design.
- Museological principles, practices, operations and techniques.
- Drafting, animation and illustration techniques.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in History, Archaeology, Anthropology or related discipline.

Years of Experience:

- Minimum: 3 years experience.

Competencies:

- Computer skills.
- Ability to work collaboratively within a multi-disciplinary team.

Interpersonal Skills

- A range of interpersonal skills are used and include: listening to information from other museum staff; asking questions to gain additional information regarding exhibit design, fabrication and installation of exhibits; providing routine information and direction to museum technicians regarding exhibit design and development; and gaining the cooperation of other museum staff to complete exhibit design work.
- Communications occur with: employees within the immediate work area, department and throughout the organization including curators at regional museums; supervisors; and managers.
- The most significant contacts would be staff involved in the design, fabrication and installation of museum exhibits.

EFFORT

Physical Effort

- Work demands do not typically result in fatigue, requiring periods of rest.
- Lifting and moving is generally not required as work involves designing exhibits, developing plans and specifications for use by in-house personnel and overseeing the fabrication and installation of museum exhibits.
- Sitting is required to draft and design exhibit plans, specifications, blueprints and bills of materials and to design brochures and pamphlets. Standing is required to inspect exhibit development work in progress.
- Fine finger and precision work is required to draft blueprints and develop exhibit specifications.

Concentration

- **Visual** concentration is required to draft blueprints; develop exhibit plans, specifications and bills of material as well as to inspect work in progress to ensure compliance with technical requirements of exhibit design and development.
- **Auditory** concentration is required to explain work assignments to technical staff involved in exhibit design and development.
- **Time pressures and deadlines** exist to have exhibits developed and installed in time for public display.
- **Exact results and precision** is required to ensure exhibits are designed according to specifications and within budgetary limitations.

Complexity

- Work typically involves a series of tasks that are different/related in terms of the skills and knowledge used.
- Typical challenges would relate to the technical, administrative and supervisory work involved in the design, fabrication and installation of museum exhibits, dioramas and animated displays.
- References available to address typical issues include internal organizational policies, procedures and guidelines as well as budgetary limitations on specific museum exhibits.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed and controlled. Policies, budgetary

<p>limitations, goals to be achieved are received from a superior who evaluates reports for compliance with procedures and for timely achievement of objectives.</p> <ul style="list-style-type: none"> — Without formal approval can develop bill of materials for specific exhibits which outlines the raw materials and components required to develop the exhibit, order necessary materials, oversee the fabrication and installation of museum exhibits and inspect work for compliance with technical requirements. — Supervisory approval would be required for any financial related decisions beyond established exhibit budgetary limitations.
Impact
<ul style="list-style-type: none"> — A superior evaluates work for compliance with procedures and for timely achievement of objectives. — Impacts generally affect the immediate work area as well as regional museums. — Work activities impact resources such as: information related to exhibits; material resources to be used; finances associated with specific exhibits; and the general public since completed exhibits are open to the public. — Consequences of mistakes or errors are typically felt within the immediate area and regional museums and may impact on equipment used in exhibit development; information related to the exhibit; finances and material resources.
Development and Leadership of Others
<ul style="list-style-type: none"> — Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — No special precautions or safety equipment are required. — Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injuries or occupational illness if normal precautions are required. — May be exposed to computer glare and dirt/dust when overseeing the fabrication and installation of museum exhibits and maybe odors and fumes from materials used.