

## **EXHIBITION / MUSEUM SPECIALIST**

### **Definition:**

Under general direction develops, designs, curates, organizes and oversees the installation of major exhibitions at City facilities; proposes and researches exhibits and writes related text material; directs the work of assigned staff and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Conceptualizes, researches and leads the selection process for exhibits and guest/contract curators.

- Creates exhibits to include theme development and the selection of individual works.

- Researches and prepares proposals on new exhibits and assists in the preparation of the museum budget.

- Schedules and oversees exhibit installations and directs the work of assigned staff.

- Administers service contracts related to museum exhibits and events.

- Coordinates exhibit loans from other agencies/sources and makes arrangements for shipping, receiving, handling, insuring and storing loaned items.

- Visits museums in other localities to research exhibits/collections.

- Coordinates or creates exhibit layout and design, researches, produces and installs exhibition text labels and approves exhibition catalogs.

- Stimulates interest and participation in museum exhibits/events.

- Identifies exhibition funding sources and assists in requesting funds.

- Attends a variety of meetings and serves on committees.

- Orders supplies and equipment related to exhibitions.

Operates a personal computer and uses applicable software to produce a variety of written material, reports and correspondence.

Maintains manual and computerized records.

Uses a variety of hand and power tools to install or dismantle exhibits to include a nail gun, hammer, screwdriver, power drills and saw.

Lifts and carries exhibit materials and supplies weighing 50 pounds or less.

Operates a scissor lift and works at heights of up to 24 feet to adjust exhibit lighting and climbs an extension ladder to install and remove exhibit/event related banners.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

Assists with the expansion of museum education programs.

**Class Characteristics:**

Exhibition / Museum Specialist is a single incumbent class in the Parks and Recreation Department with specialized duties related to developing a variety of exhibitions and related programs.

**Contacts and Relationships:**

The Exhibition / Museum Specialist establishes and maintains contact with staff in the Parks and Recreation Department. Contact will occur with staff in other City departments, the public, members of the media, collaborating organizations, civic groups, public officials, guest/contract curators, collectors and artists.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Museum exhibit design and installation techniques.

Conservation of objects and proper handling of arts and artifacts.

Curatorial process as related to the arts and humanities.

Development, organization and implementation of museum education programs.

Graphic arts applications and techniques.

Contract administration, research and evaluation techniques related to area assigned.

Budgeting methods and procedures.

Research and evaluation techniques related to area assigned.

Basic supervisory techniques.

Computer applications related to area assigned.

**AND**

**Ability to:**

Plan, develop and curate museum exhibits.

Plan, organize, assign and check the status of work activities.

Administer service contracts, exhibits and related events.

Analyze data, revenues and expenditures and evaluate exhibit/event effectiveness.

Conduct independent research, prepare reports and recommendations and maintain records.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Direct and coordinate the work of volunteers and assigned staff.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

A Bachelors Degree from an accredited college or university in Art, Art History or a related field.

**AND**

**Experience:**

Two years of experience in planning, designing and producing museum exhibits to include six months of leadership experience.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends, holidays and overtime.

**Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

Some completed graduate work from an accredited college or university in Art, Art History or a related field.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and in an exhibit construction environment. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, stands, walks, kneels, crouches, twists, climbs ladders and steps, reaches, bends, grasps, pushes, pulls, drags, lifts and carries museum/exhibit supplies and equipment weighing 50 pounds or less. The incumbent uses hand and power tools, operates a scissor lift to work at heights of up to 24 feet to adjust exhibit lighting, climbs an extension ladder to install and remove exhibit/event related banners, may walk and stand on slippery and uneven surfaces and be exposed to paint fumes, construction dust and mechanical hazards. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination vision/color vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt – Professional.

Revised July 2006

Revised May 2003

Revised January 1996