

MUSEUM EXHIBITIONS COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Museum Exhibitions Coordinator is responsible for developing strategy, management, design, construction, installation, and maintenance of permanent galleries and temporary museum exhibitions; establishing priorities for the unit within the context of the entire museum; implementing planning and evaluation for each exhibition in cooperation with other museum management staff; producing exhibit related deliverables such as scaled floor plans, elevations, models, and other documents using Computer-Aided Design (CAD) and other digital software; developing, coordinating, and monitoring the unit budget; coordinating procurement of supplies and tools; obtaining building, fire, and other permits as necessary, and meeting all code requirements regarding exhibitions; handling safety and disaster planning implementation; handling facilities issues; and performing the design fabrication/construction, installation, and repair of interpretive and educational exhibits. This classification may supervise the Museum Exhibits Preparator and/or the Museum Exhibits Technician classifications, as well as temporary agency personnel and volunteers. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the curator staff by the absence of responsibilities for acquisition or care of collections. This class is supervised by a Museum Administrator or Museum Curator. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Fine Art, Studio Art, Industrial Design, or closely related field. Considerable (3 - 5 years) experience in museum or cultural exhibit design, fabrication, preparation, installation, or a related area (architectural modeling, industrial exhibit fabrication, or finish carpentry). Good (1 – 3 years) use of CAD and other computer software programs such as: Adobe Creative Suite, word processing, spreadsheet, and production management applications.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation and a quantitative fit test in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. One year of experience in another trade, such as casting, welding, masonry, 3D printing, acrylic fabrication, general construction, painting, or electrical work is highly preferred. Coursework in drafting, industrial engineering, graphic art, design, or equivalent. Supervisory training and/or experience is desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with City employees, volunteers, vendors, contractors, management staff, and public officials, and advises the general public concerning possible hazards present. Prepares written exhibit proposal reports including computer illustrations, exhibit labels, catalogs, grant proposals, and other written documents using computer word processing programs. Provides training on casting, mold-making methods, and other display construction methods to enable coworkers, students, and volunteers to create exhibit materials for the museum.

Manual/Physical: Inspects, monitors, and evaluates work-related conditions to determine compliance with prescribed operating and safety standards. Observes, inspects, or monitors exhibit conditions to ensure proper maintenance and state of repair. Distinguishes colors to perform electrical wiring work and paint exhibits. Replaces lights, sanding belts, and screens. Performs rough and finished carpentry work and fabrication, welding, masonry, electrical, and painting work. Uses common hand and power tools such as: hammers, hand saws, screwdrivers, wrenches, planes, chisels, table and miter saws, power driven radial arm and band saws, routers, sanders, drill presses, grinders, planers, wood lathes, spray painters, nail and staple guns, sand blasters, soldering guns, and similar tools. Uses arc and acetylene welding equipment. Cleans and maintains workshop, work areas, tools, and equipment as well as exhibit areas in a safe manner using appropriate materials and cleaning fluids and agents. Works with chemicals such as acetone, thinners, and methanol using specialized, non-routine protective equipment. Operates and enters data into a personal computer (PC) to produce CAD drawings, generate reports, produce exhibit proposals, and create informational logs. Prepares schedules to establish timelines for completion used by coworkers and contracted staff. Develops working drawings and specifications for construction. Performs physical inventories of display items, items for construction, construction hardware, etc. Measures distances to confirm dimensions in constructing exhibit items and estimate materials required to complete projects. Estimates equipment, time, and materials needed to complete projects. Files orders of materials from the City or other suppliers. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to pick up supplies, move exhibit components, and travel to sites to pick up and return museum materials. Operates a forklift and picks up, transports, and unloads materials. Prepares crates for transporting artwork and storing exhibit items; and properly prepares materials for moving, including safely lifting and carrying museum items which are fragile. Mounts, mats, and frames photographs, prints, drawings, and paintings. Designs, prepares, installs, repairs, and maintains exhibit cases, object display stands or holders, panels, and other items associated with exhibit displays. Constructs wooden shadow boxes to provide depth and highlighting for displays, and cases of wood and sheet acrylic to produce secure display areas for artifacts and metal. Must be able to lift and move heavy objects up to 100 pounds and at heights of 12 feet, using a cart or other aid to assist with the lifting. Meets scheduling and attendance requirements.

Mental: Estimates material/labor costs from blueprints or other work plans, and researches information to prepare and plan exhibits. Analyzes data such as material costs, bids, and specifications, and makes recommendations regarding exhibit production and optimum project completion. Monitors expenditures to comply with capital and non-capital budget items. Plans, organizes, and directs activities during installation and construction of museum displays. Prioritizes, assigns, and reviews work of contracted

and temporary personnel to conform to project specifications. Performs mathematical calculations for construction geometry. Learns job related material through on-the-job training and in a classroom setting. Comprehends and makes inferences from written material; and understands and interprets blueprints, schematic drawings, layouts, exhibit floor plans, or other visual aids, artist renderings, and photographs to plan, build, and complete exhibits and exhibit materials. Conducts research in conjunction with other exhibit team members to formulate exhibit concepts and provide support materials for display areas. Resolves procedural, communication, and deadline related problems by offering alternatives and recommendations.

Knowledge/Skills/Abilities:

Knowledge of:

cultural and indigenous understanding of museum or cultural artifacts;
art or other historic artifacts conservation and preservation methods and techniques;
research methods and procedures;
various types of construction joints and their applications including: dovetail, butt, interlocking miter, standard rabbit, dado, and spline mortice;
graphic arts techniques, including: design, color, composition, typographic illustration, and graphic arts media;
project management and control techniques;
rough and finished carpentry, related tools, and related building trades such as: cabinet making, millwork, sheet metal, and plastic laminate work;
soldering, brazing, oxygen, acetylene welding and cutting, arc welding, and finishing methods, equipment, and techniques;
fabrication techniques of wood, glass, fiberglass, Styrofoam, acrylics, and metals;
modern techniques for preparation of metal, wood, glass, plaster, cement, and similar materials and surfaces to allow for desired and appropriate application of paint;
methods, practices, tools, and materials used in electrical systems installation;
various kinds of paint and primers and their proper application;
concrete and masonry construction techniques (example: material selection, pouring, and surface finishing);
exhibit preparation and lighting methods and techniques;
occupational hazards and appropriate safety precautions; and
principles and practices of supervision.

Skill in:

use and care of hand and power tools and equipment used in museum exhibit preparation, installation, repair, and maintenance;
use of gas and arc welding techniques, materials, and safety practices;
use of CAD software programs; and
use of Adobe Create Suite.

Ability to:

establish and maintain effective working relationships with management, coworkers, subordinates; contracted and temporary personnel, volunteers, and museum patrons;

research exhibit topics for information such as: construction techniques, symbolic uses of color, and architectural motifs to achieve accuracy and consistency in the displays, props, and activities to be built; schedule, monitor, and revise work for construction of the exhibit and maintain project status records; develop technical drawings to provide instruction and specifications from which other Museum staff can assemble specific activity items and displays; translate abstract ideas into activities and displays appropriate to the needs of the exhibit and museum objectives; anticipate and prepare for the technical requirements associated with exhibit installation and display; collaborate with professional museum staff to generate ideas and approaches to exhibit subjects; gather pertinent facts, make thorough analyses, and arrive at sound conclusions; design and fabricate exhibit items; accurately estimate design and production costs and recommend economical and appropriate reproduction methods; follow-through on details; devise and apply new methods/techniques to create and build innovative displays; visualize concepts three dimensionally without the benefit of drawings; and perform a broad range of supervisory responsibilities over others.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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AD/dv

CS4540.DOCX

EEO-Prof

JOB FCTN-ART

Non-DOT Safety and Security-N

CDL-N

RESP-Y

PAY GRADE: 50

IND-9101

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 75