

MUSEUM EXHIBITS TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: The Museum Exhibits Technician handles artwork, fabricates, repairs, maintains and installs displays, graphics, cases, stands, fixtures and accessories, and performs in-process design for permanent, changing, and traveling exhibits. The scope of trades applied involves carpentry, fabrication (including acrylic, fiberglass, and styrofoam), sculpting, molding, casting, modeling, graphics, welding, metalworking, masonry, electrical, and painting work. Some assignments may include focus on traveling exhibitions and will assist with installing and de-installing temporary exhibitions at cultural institutions nationwide. This class is responsible for performing related duties as required.

Distinguishing Features: This class is distinguished from the Museum Exhibits Preparator class by the latter having greater responsibility for design team work, technical drawings, and ongoing exhibit research. The Museum Exhibits Technician is a member of the Exhibitions team and receives general supervision from the Museum Exhibitions Coordinator, the i.d.e.a. Museum Curator, a Museum Curator, Mesa Arts Center Curator, or a Museum Exhibits Preparator who reviews work for accuracy, feasibility of completion, and overall results achieved. This class by assignment may coordinate and direct the activities of Gallery Educators or other personnel assigned to assist with the handling of artwork and museum objects, fabrication/construction of museum exhibits. This class is FLSA nonexempt.

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 high school or GED. Considerable (3 - 5 years) experience in proper handling of artwork and museum objects and finish carpentry or sculpture (including molding, casting and modeling). At least one year of experience in another trade such as welding, masonry, acrylic fabrication, painting, or electrical work.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation 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. Experience in museum exhibit repair, preparation, installation, or a related area such as architectural modeling or industrial exhibit fabrication is desirable. Excellent organizational skills and careful attention to detail. Some project management experience, exhibit design, construction, registrarial work, conservation and audio-visual (AV) equipment setup.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, temporary staff, vendors, contractors, management staff, public officials, and advises the general public concerning possible hazards present. Provides training on casting, mold-making methods, and other display construction methods to enable coworkers and temporary staff to create exhibit materials for a City museum.

Manual/Physical: Constructs, installs, repairs, and maintains exhibit cases, object display stands or holders, panels, and other items associated with exhibit displays. Unpacks and packs incoming and outgoing artworks and museum objects, performs condition reports on objects. Performs rough and finish carpentry work, and fabrication, welding, masonry, electrical work, sculpting, casting, and painting. Prepares and installs objects in cases and on walls and panels and hangs large photographs, fabric hangings, etc., as parts of an exhibit. Estimates equipment, time, and materials needed to complete projects. Constructs wooden shadow boxes to provide depth and highlighting for displays, cases of wood and sheet acrylic to produce secure display areas for artifacts, and metal frameworks for bases, support, and framing of displays. Primes and paints wood, metal, plastic, pressboard, etc., to produce various shading and color effects for exhibits. Paints styrofoam and plaster cast items to create realistic representations. Applies oil, latex, acrylic, and watercolor paints using appropriate methods. Cuts, glues, and welds plastic materials such as plexiglas, fiberglass reinforced polyester, and styrofoam. Bends and manipulates acrylic to achieve custom shapes. Finishes acrylic edges to produce smooth edges for use as frames in displays. Performs skilled rough and finish carpentry work. Operates a City pickup truck requiring a standard Arizona Driver's License or a forklift to pick up, transport, and unload materials. Uses common hand and power tools, such as: hammers, hand saws, screwdrivers, wrenches, planes, chisels, table and miter saws, drill presses, spray painters, nail and staple guns, routers, sand blasters, soldering guns, grinders, and similar tools. Uses arc and acetylene welding equipment. Maintains equipment, workshop, work areas, and exhibit areas in a safe manner. Observes, inspects, or monitors exhibit conditions to ensure proper maintenance and state of repair. Distinguishes colors in order to connect color-coded wires and paint exhibits. Performs physical inventories. Measures distances to confirm dimensions in constructing exhibit items and estimate materials required to complete projects. Replaces lights, sanding belts, and screens. Prepares crates for transporting artwork and storing exhibit items. Files orders of materials from the City or other suppliers. Mounts, mats, and frames photographs, prints, drawings, and paintings. Uses specialized, nonroutine protective equipment when mixing paints, thinners, solvents, or similar solutions. Cleans work area and equipment using the appropriate materials and cleaning fluids and agents. Operates vacuum sweeper, buffer, jack hammer and tamper. Digs up ground using a pick or shovel to set up outdoor displays. Moves construction debris from one place to another using a shovel, broom, or similar tool. Sets up or removes folding tables, chairs, or similar objects for special functions. Moves heavy objects (up to 50 pounds or more), such as cement or artifacts, for distances of up to 20 feet or more. Works in small, cramped areas to repair exhibit interiors. Reaches objects at elevated levels and at heights greater than ten feet. Meets scheduling and attendance requirements.

Mental: Understands and interprets blueprints, schematic drawings and layouts for fabrications and exhibit layout. Comprehends and makes inferences from written material. Prioritizes work assignments. Reviews the work of contracted and temporary personnel to ensure conformance to project specifications. Learns job-related material through on-the-job training and in a classroom setting regarding new materials and new techniques of fabrication, etc.

Knowledge/Skill/Ability:

Knowledge of:

proper methods of handling various types of artwork and artifacts;
packing and unpacking of incoming and outgoing artwork and artifacts;
condition reporting and filling out forms;
rough and ed carpentry and cabinet-making skills and the related tools;
soldering, brazing, oxygen and acetylene welding and cutting, arc welding and welding methods, equipment, and techniques;
the fabrication techniques of fiberglass, styrofoam, acrylics, and metals;
building trades such as millwork, sheet metal, welding, acrylic fabrication, and plastic laminate work;
the modern techniques for the preparation of metal, wood, glass, plaster, cement, plastic, and similar materials and surfaces to allow for the desired and appropriate application of paint;
exhibit preparation and lighting methods and techniques; and
occupational hazards and the appropriate safety precautions.

Skill in the use and care of the hand and power tools and equipment used in museum exhibit preparation, installation, repair, and maintenance.

Ability to establish and maintain effective working relationships with management, coworkers, contracted and temporary personnel, interns, volunteers, and museum patrons.

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 do 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.

Revised 9/23

CO/sb/th

CS3878.DOCX (Full-time)	PAY GRADE: 40
CS3814 (Grant-funded)	PAY GRADE: 40
CS3807 (Part-time - Grant-funded)	PAY GRADE: 40
CS3801 (Seasonal - NB)	PAY GRADE: 40
EEO-SCW	IND-9101
JOB FCTN-ART	SWORN-N
Non-DOT Safety and Security-N	Non-DOT Random-N
CDL-N	DOT-N
RESP-Y	INCREMENTS 66-200

