City of Mesa - Arts and Culture

MUSEUM GRAPHICS AND MULTIMEDIA SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Museum Graphics and Multimedia Specialist is responsible for providing specialized graphic design, desktop publishing, and large format printing services for planning and development of museum exhibits, both changing and permanent; for providing specialized video and audio design services for development of museum exhibits, in-house museum video programs, both changing and permanent; and responsible for fabricating, repairing, maintaining, and installing displays, cases, stands, fixtures, and accessories for changing and permanent exhibits. Duties include the preparation, layout, and design of exhibit artwork, graphics, drawings, lettering, photographs, wall murals, posters, text panels, museum labels, charts, logos, signage, video and audio artwork, and sound recordings; the preparation, installation, and repair of museum exhibits; and related duties as required.

Distinguishing Features: The Museum Graphics and Multimedia Specialist's work schedule may require some evening and weekend work. This class is supervised by a Museum Exhibitions Coordinator who reviews work through observation, conferences, and results achieved. 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 Graphic Arts, Intermedia, Studio Art, Fine Art, Industrial Design, or closely related field. Considerable (3 - 5 years) experience in printing and graphic design with the operation of a computerized desktop publishing system, or related equipment. Must possess knowledge of various print production methods, including offset, digital, and web printers. Proficiency in both PC and MAC platforms as well as experience with graphic design software such as Adobe Illustrator, Photoshop, Premiere or Premiere Elements, Google SketchUP, PowerPoint, MedeaWiz, as well as various video and audio production tools and software. Equivalent experience and/or training in proper handling of artwork and museum objects, and finish carpentry or sculpture (including molding, casting).

Special Requirements. Must possess a valid Arizona Driver's License by hire 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.

ESSENTIAL FUNCTIONS:

Communication: Communicates with other City employees, temporary staff, volunteers, vendors, management staff, and public officials in order to assist to plan, organize, and present museum exhibitions. Communicates with internal customers on the layout and setup of graphics and printing jobs. Provides training on various exhibition preparation including casting and moldmaking methods, and other display construction methods to enable temporary staff and volunteers to assist in creating exhibit materials for the museum.

Manual/Physical: Distinguishes colors to design and proof final color printing and graphics work. Selects and obtains graphic art tools, equipment, and supplies. Inputs data into personal computer. 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, or paper 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. 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. 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 clean and safe manner. Observes, inspects, or monitors exhibit conditions to ensure proper maintenance and state of repair. 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, non-routine protective equipment when mixing paints, thinners, solvents, or similar solutions. Sets up and takes down 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 with the assistance of handcart. 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: Designs and incorporates graphic elements such as illustration, photography, and the best font and arrangement to achieve the desired impact and message. Proofreads, edits, and corrects text. Follows City policies on printing and logo usage as well as federal laws pertaining to copyrights and artist’s rights. 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, temporary, and volunteer 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:

the operation and general maintenance practices of desktop publishing and related computer and audio/visual equipment;
form design, layout, and desktop publishing techniques;
business English, spelling, and grammar;
state of the art processes used in the graphic arts and audio fields;
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 finish carpentry and cabinetmaking skills and the related tools;
the fabrication techniques of fiberglass, styrofoam, acrylics, and metals;
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, contract 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 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.

Revised 1/21
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JOB FCTN-ART	SWORN-No
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