

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV36503</b>
<b>Job Class Code:</b>	<b>060</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>01/16/91</b>	<b>Effective Date:</b>	<b>01/16/91</b>
<b>Job Code Revised:</b>	<b>05/19/93</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Historical and Archaeological Resource Management and Development Series

**JOB CODE TITLE:** MUSEUM PREPARATOR I

**HRIS TITLE:** MUS PREPARATOR I

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of the Museum Preparator II, Museum Curator, Director, or administrative superior. Has the authority to design and manufacture exhibit cases, panels, brackets, dioramas, lighting systems, and audio-visual systems. Fabricates and installs exhibits and exhibits objects and documents in permanent, temporary, and traveling exhibits. Work product consists of an aesthetic, functional, and properly installed exhibit case, hanging, or object which also provides for the security and preservation of objects and for their routine care and maintenance. Responsible for maintaining a museum fabrication shop and for assuring that shop supplies, hardware, materials, and tools are available.

**EXAMPLES OF DUTIES:** Prepares and installs objects in cases, on walls, panels, etc., and hangs large photographs, documents, fabric hangings, etc., as parts of exhibits. Installs exhibit lighting and audio visual systems. Fabricates, restores, and maintains exhibit cases, panels, platforms, interior walls, object display stands or holders, shipping crates, etc., related to the preservation, display and shipping of objects. Repairs broken equipment, damaged exhibit cases, panels, etc., and relamps exhibit cases, displays, and galleries. Installs objects in cases for new exhibits. Hangs photographs, works of art, or other graphics as part of new exhibits. Operates still cameras and related equipment and copies, develops, prints, enlarges, reduces, retouches, and mounts photographic prints and plates. Orders supplies and materials used in the fabrication shop. Operates a vehicle for transportation of supplies (lumber, acrylic sheet, plastic laminate, hardware, lamps, paint, etc.). Supervises temporary employees or volunteer workers as assigned.

**WORK CONDITIONS:** Works in an office, exhibit gallery, fabrication shop or construction area, or storage area and may be subject to cuts, bruises, or harmful vapors. Eye and hearing protection may also be required at times.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Use and fabrication techniques of woods, plastics, metals, and paints; shop production and fabrication tools and techniques; exhibit design, drawing/drafting, and lighting techniques; tools, equipment, and materials common to the cabinet-making and electrical trades; methods utilized in the conservation and storage of objects and documents; photography equipment and laboratory techniques; museum policies and procedures; Arizona and regional history, objects, and documents.

**Skill/Ability to:** Hand and power saws, planers, joiners, shapers, drills and sanders and other shop hand tools; electrical testing equipment and electrical tools and materials; reading and interpreting sketches, drawings, blue prints, and schematic drawings; photographic equipment

and darkroom techniques; drawing and engineering drafting techniques; interpersonal relationships; oral and written communication techniques.

**Experience and Education:** Typical ways to obtain the KSAs would be: A Bachelor's degree in museum studies or related field and three years of exhibits related fabrication and installation experience which required the application of basic woodworking, metal working, shop production, electrical, and surface preparation and finishing skills; OR three years experience equivalent to a Curatorial Assistant which included at least two years experience working in exhibit fabrication. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.