

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV36509</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>19</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>01/16/91</b>	<b>Effective Date:</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 II

**HRIS TITLE:** MUS PREPARATOR II

**WORK DESCRIPTION:** Directs, develops, and manages fabrication of all permanent, temporary and traveling interpretive exhibits. Oversees vendor exhibits construction.

**WORK ACTIVITIES:** creates, plans, designs, and fabricates interpretive exhibits to meet museum standards; works closely with museum curator in the selection of objects and overall concepts for exhibit; coordinates and works closely with registrar, conservator, installation graphics staff, education curator, and other museum division staff to develop, plan and produce a museum exhibit; 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; produces permanent, temporary and traveling exhibits; coordinates with community groups, staff members, and others in organizing events, exhibit openings, festivals, and other community programs; installs objects, hangs photographs, works of art or shop production and fabrication methods and techniques; photography equipment and laboratory techniques; requisitions and/or orders equipment and supplies for exhibits staff and projects; installs objects, framed art works and other elements of new permanent, temporary and traveling exhibits; supervises staff, temporary employees or volunteer workers, and oversees c object and document installation; exhibit design, fabrication, maintenance and cleaning; implementing historic preservation procedures and museum policy and procedures; oral and written communication techniques; establishing and maintaining effective working relationships; contract workers as required; performs related work as required.

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

**SUPERVISION:** Works under the general supervision of a Director, Museum Curator or administrative superior.

**WORK RESULTS/PRODUCTS:** An assemblage of historic objects or documents through which visitors in the general public move about in a sequence designed to be interpretable, meaningful, and aesthetically pleasing, while preventing undesirable changes from occurring to the objects exhibited.

**RESPONSIBILITY:** For coordinating and fabricating an exhibit project from conception to completion including staff management and close cooperation with Curators, Registrars, Preparators, Graphics and Collections managers.

**AUTHORITY:** To plan, coordinate and fabricate exhibits to meet interpretive goals of Curator or Director; to coordinate and orchestrate staff, researchers, contractors and administrators in producing the completed exhibit.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Exhibition and conservation techniques; Three-dimensional design, graphic design, drawing, and detailing of museum exhibits; Management techniques and work organization concepts; Budget development techniques; Methods utilized in conserving, preparing, and storing objects and documents; Properties and use of wood, plastic, metals, and the tools used in working each.

**Skill/Ability to:** Supervision and coordination of staff and contract services; Three-dimensional design, graphic design, drawing/drafting, and organization; Management and work leadership.

**SPECIAL SELECTION FACTORS:** A Bachelor's degree in museum studies or related field and four 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 two years experience equivalent to a Museum Preparator I. A graduate degree in one of the above fields may substitute for one year of the required experience.