

**STATE OF ARIZONA JOB CODE SPECIFICATION**

<b>FLSA: NEXP</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV65521</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>18</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>10/21/04</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** State Parks Board Series

**JOB CODE TITLE:** EXHIBIT COORDINATOR

**HRIS TITLE:** EXHIBIT COORD

**CHARACTERISTICS OF THE JOB CODE:** Under general supervision of the Agency Curator, directs the design, content and quality of state park exhibits. Provides consultation to agency management and staff. Ensures both the completion and quality and integrity of interpretive exhibits.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Creates, acquires, designs, develops, coordinates, researches, places, installs, repairs and oversees construction of exhibits, particularly at Arizona's State Historic Parks. Collaborates with appropriate agency staff. Decides on design specifications for exhibit structures, exhibit content and subject interpretation. Manages exhibit projects. Participates in budget planning by compiling past expenditure figures and estimating future costs. Writes reports, memos and procedures manual.

**WORK CONDITIONS:** Based in Phoenix, but travels throughout Arizona. Stays overnight.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

**Knowledge of:** Principles of exhibit design, including construction and fabrication, materials, dry mounting, writing techniques, label writing, presentation and aesthetic standards regarding color, line, texture, value and composition.; Industry standards for safe artifact handling and museum studies and research.

**Skill/Ability to:** Exhibit installation and layout using various construction materials and art media. Manage and coordinate projects. Work both independently and in a team environment to complete an exhibit project in a cost-effective manner. Design and communicate exhibit concepts. Perform historical research. Develop completed educational, meaningful and aesthetic exhibits for park visitors and the general public. Compose understandable interpretive messages in English. Learn and apply the Parks Board overall plans. Learn and work with various park and building layouts, interpretive areas and ambience.

**Experience and Education:** Typical ways to obtain the KSAs would be:

- Course work in the Arts, Museum Studies, Archaeology, History or related field emphasizing the methodologies and interpretation of archeological and/or museum exhibits and experience working in coordinating and developing exhibits in museums, art galleries, historic sites, or parks.

**Any combination:** of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

- A Bachelor's degree in the Arts, Museum Studies, Archaeology, History or related field and experience working in coordinating and developing exhibits in museums, art galleries, historic sites, or parks.

**SPECIAL SELECTION FACTORS:** Must be able to travel extensively in Arizona and frequently stay overnight. Must possess a Class D Arizona Driver's license and maintain a good driving record as determined by Arizona's Motor Vehicle Division (MVD). Requires a post-offer physical examination.