

City of Bellingham
Classification Specification

CLASS TITLE	Exhibits Designer/Preparator
DEPARTMENT	Museum
UNION:	231
SG:	S-6
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Designs and oversees the installation of permanent or temporary Museum exhibitions both on-site and off.

DISTINGUISHING CHARACTERISTICS:

This is a stand-alone classification. It differs from curatorial positions by its focus on the design and installation of exhibits, as opposed to the Museum Curators' focus on managing and coordinating a functional area of museum work (such as education, preservation, research, etc.)

SUPERVISORY RELATIONSHIPS:

Reports to the Deputy Director/Chief Curator and serves on the Museum senior management team. Coordinates the activities of work study employees, volunteers and student interns assigned to exhibition installation. Works under the guidance of City and Museum policies and procedures.

ESSENTIAL FUNCTIONS:

1. Assists the Deputy Director/Chief Curator in planning, scheduling, and implementing temporary and permanent art and history exhibits. Works with designated curators to create the overall design and exhibit layout to include a broad spectrum of components (traffic flow, spatial alterations, wall texture and coloration, artifact props, lighting, special effects, signage, etc.)
2. Projects exhibition expenses for budget preparation; orders required materials and supplies; helps determine appropriate security levels; and, when appropriate, prepares and solicits bids and arranges for contractor fabrication of exhibition support materials.
3. Coordinates the work of staff, interns and volunteers assigned to the exhibit installation. Oversees and participates in installation activities with other designated Museum staff as assigned.
4. Provides technical support to Registration Technician in the packing and unpacking of artifacts for temporary exhibitions.

5. Performs actual construction and installation duties associated with exhibition preparation including the fabrication of bases, cases, and exhibit props. Transports equipment, supplies and artifacts in and between Museum buildings.

ADDITIONAL WORK PERFORMED:

1. May install exhibition lighting, perform gallery maintenance duties, and design posters, brochures, or mailers, including layout and printing coordination.
2. May perform some curatorial duties for selected exhibitions, as requested. Researches and develops theme; selects objects for display; prepares accompanying written text, labels, catalogs and gallery handouts; arranges for the use of objects from public and private collections.
3. Performs related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Experience working as part of a team and contributing to the effectiveness of team effort by working collaboratively and cooperatively with others.
- Management skills including leadership and supervisory ability; problem analysis and decisiveness; planning and organization; interpersonal sensitivity; time management; adaptability, flexibility and stress tolerance.
- Ability to direct and coordinate the work of others on assigned projects.
- Good oral and written communication skills.
- Willingness to demonstrate courtesy, tact, and good judgement in working with staff and the public.
- Ability to maintain attention to detail.
- Knowledge of City of Bellingham and Museum policies and procedures.
- Office and computer skills sufficient to function in a professional role.
- Ability to curate exhibitions and serve as team leader.
- Ability to conceptualize and design exhibitions which support the vision and professional standards of the Director and designated curator(s).
- Professional knowledge of two and three dimensional design concepts, graphic design and layout, and related procedures.
- Knowledge of methods and materials used in exhibition installations and sources in the field.
- Working knowledge of art, artifact care and handling, and proper installation methods.
- Ability to light exhibitions properly.
- Skills in and knowledge of general and finish carpentry standards and practices, methods and materials.
- Ability to safely use and maintain hand and power tools; paints and chemicals; and graphic equipment.

WORKING ENVIRONMENT:

Primary work locations are the Museum exhibit spaces in various buildings and exhibit support facilities (shop areas). May work in awkward positions, on ladders and scaffolding to prepare and/or install exhibits.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Completion of an accredited college training program in design, art or equivalent; or three (3) years art school training or museum design internship.
- Three (3) years full time responsible experience with museum exhibits required.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Must submit three-year driving abstract prior to hire.

PREPARED BY: L. McGowan
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1/01

REVIEWED BY: _____
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Museum of History and Art