CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Exhibits Assistant** **UNION:1937**
SG:106
DEPARTMENT: **Museum** **CS:N**
FLSA:Y
EEO4CODE:SC

JOB SUMMARY:

Performs a variety of general carpentry, construction, and design tasks to assist the Exhibition Designer/Preparator and Curators in the preparation and installation of history and art exhibitions.

SUPERVISORY RELATIONSHIP:

Reports to the Deputy Director/Chief Curator. Assignments and project supervision is provided by the Exhibition Designer/Preparator. Works under specific directions but carries out assignments independently. May supervise interns and volunteers as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides direct full time assistance with all exhibit installations including construction of temporary walls and partitions, installation of objects, text panels, photo murals, and related didactic materials, object security, exhibit lighting, and related installation tasks as assigned.

2. Prior to exhibit installation, designs and constructs cases, props, bases, and mounts to present a variety of historical artifacts and art objects to the public. Builds shelves, storage racks, bins, and shipping crates as required.

3. Designs and constructs exhibit signs: makes plaster letters, applies vinyl letters, and hand-letters and paints exhibit signs. Drymounts and cuts labels, fabricates photo murals, and designs, paints, and fabricates exhibit banners as assigned.

4. Mixes paint and paints items constructed in colors to match and augment exhibit color themes. Paints gallery walls.

5. Estimates and purchases exhibit-related supplies such as plywood, paint, etc.

6. Maintains exhibit spaces on a weekly basis: dusts artifacts and objects; checks and/or replaces exhibit lighting; and applies touch up paint to walls and cases as needed.

7. Maintains exhibit support areas: shop area, graphics area, and Arco receiving area. Maintains all tools and machinery. Keeps shop and graphics area neat and orderly, and stocked with supplies.

ADDITIONAL WORK PERFORMED:

1. Occasionally mats and frames two-dimensional objects that are judged to be unsuitable for display. Repairs frames as needed. Prepares other objects with proper hanging and/or security devices as required.

2. May occasionally construct special purpose items such as video cabinets, hands-on components, etc., using finish carpentry skills.

3. May assist collection staff with movement of artifacts, objects, crates, and equipment.

4. May design and install small exhibits on request or in Exhibition Designer/Preparator's absence.

5. May make scale models of exhibit areas on request to assist Exhibition Designer/Preparator with design and installation of exhibitions.

6. Picks up and delivers artifacts for exhibit use, prepares objects for transit, arranges for rental vehicle use, and drives trucks up to 24' in length as assigned.

7. When individual is not performing exhibit support functions, he/she will be called upon to support museum operations.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- General carpentry skills including the ability to build cases, props, bases, mounts, shelves, shipping crates, specialized exhibit furniture, etc.
- Ability to effectively and safely use a variety of hand and power tools including radial arm saw, table saw, portable hand saw, drill, sander, planer, router, band saw, jig saw, pneumatics, chop saw, dry mount press, mat cutter, plexi bender, air brush, opaque projector, heavy object lifter, and metal grinder.
- Ability to visualize, design, plan, and build a variety of display cases, mounts, and signs.
- Physical ability to perform required work including the ability to lift objects up to 65 lbs. on a frequent basis and safely move heavier objects using hand trucks, dollies, and hydraulic lifter.
- Ability to work on high ladders up to 12' and scaffolds up to 20' high.
- Willingness and ability to properly handle fragile and valuable objects.
- Knowledge of basic electrical wiring.
- Ability to read/draw technical plans and drawings.
- High degree of manual dexterity.
- Basic knowledge of color, shape, line, form, and texture, and familiarity with material such as wood, plastics, metals, and fabrics as required for installation and construction.
- Ability to read and follow written and oral directions, including instructions for safe and proper use of material and equipment.
- Ability to follow safety procedures.
- Ability to learn quickly and apply new skills and abilities to a variety of assigned tasks.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Primary work locations are the Museum exhibit spaces and exhibit support facilities (shop areas).

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one year finish carpentry experience.
- Minimum of two years paid museum or related experience.
- Valid Washington State Driver's License by time of hire.
- Candidate will be asked to provide abstract showing proof of a good driving record prior to hire.

PREPARED BY: KH
1/94
TL
8/00

REVIEWED BY: _____
Thomas A. Livesay
Museum Director