CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Exhibition Designer/Preparator** **UNION:231**
SG: 6
DEPARTMENT: **Museum** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Designs and oversees the installation of permanent or temporary Museum exhibitions both onsite and off.

SUPERVISORY RELATIONSHIP:

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 OF THE JOB:

1. Works with the Deputy Director/Chief Curator and exhibition team in the planning, scheduling, and implementation of temporary and permanent art and history exhibits. Works with the Deputy Director/Chief Curator and designated curator(s) in the creation of the overall design and the overall exhibit layout to include traffic flow, spatial alterations, wall texture and coloration, artifact props, lighting, special effects, signage, audio-visual components, photographic/graphic support materials, labeling, etc.; projects exhibition expenses for budget preparation; orders required materials and supplies; helps to determine appropriate security levels; and, when appropriate, prepares and solicits bids and arranges for contractor fabrication of exhibition support materials.

2. Coordinates the work of staff, interns and volunteers assigned to the exhibit installation. Oversees and participates in the installation activities with other designated Museum staff as assigned. Provides technical support to Registration Technician in the packing and unpacking of artifacts for temporary exhibitions.

3. At the Deputy Director/Chief Curator's request, may perform some curatorial duties for selected exhibitions. 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.

4. 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. Performs other duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to work as part of a team and contribute 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 effectively oversee and coordinate the work of other persons on assigned projects.
- Good oral and written communication skills.
- Demonstrates 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 exhibition 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.
- Physical ability to perform all required duties including climbing ladders and scaffolding, and the moving of art, artifacts, and equipment safely and effectively.
- 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 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 a recognized college training in design, art or equivalent; or three years art school training or museum design internship.
- Three years full time responsible experience with museum exhibits.
- 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: George Thomas
9/83

REVIEWED BY: _____
Thomas A. Livesay
Museum Director

REVISED BY: MP/JO(draft)
4/96
Mary Pettus
John Olbrantz
CC/KH
5/97
TL/KH
8/00