



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EXHIBIT TECHNICIAN	28	C	9.493

Under general supervision, Exhibit Technicians construct, install and dismantle exhibits at a museum or gallery and maintain exhibit facilities and specialized materials and equipment.

Review written or graphic designs of exhibits; purchase needed supplies; consult with supervisor to plan allotted exhibit space; design and sketch exhibit plans; construct exhibit furnishings and cases; draw graphics and other artwork; assemble exhibits; and construct models by carving, sculpting, molding and paper mache in order to create appropriate scene or display area.

Install and maintain lighting relating to exhibits; construct exhibit cases, tables and shelving using hand and power tools; paint new construction and other surfaces that need refurbishing; act as liaison with contractors on larger projects.

Create artwork or graphics for promotional brochures, invitations and posters.

Provide general information about exhibits to patrons; store exhibits and related materials; and provide security precautions by enforcing rules and regulations pertinent to facility access.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the planning, construction, installation and removal of gallery or museum exhibits; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: shop tools and graphic arts equipment required to fabricate exhibits; appropriate application of cements, glues, surface finishes and paper to various building materials such as wood, metals, and plastics; principles and techniques used in carving, sculpting, molding, papier-mâché and creating graphic designs. **Ability to:** effectively use art related equipment such as drafting, printing, painting, carving and shaping tools; construct or repair furnishing and fixtures associated with exhibits and displays; read and comprehend written instructions and graphic drawings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: State and departmental purchasing procedures; agency procedures affecting public exhibitions. **Ability to:** transfer abstract ideas into dimensional drawing; prepare scale drawings and models of exhibits.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.493

ESTABLISHED: 7/1/91P
REVISED: 11/29/90PC
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