



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>
EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

SERIES CONCEPT

Positions in this series perform a broad range of duties involving the research, design, construction, installation and maintenance of exhibits. Incumbents apply a variety of technical and professional level skills, methods and procedures and operate specialized equipment; fabricate and assemble displays; apply restoration and conservation techniques; create special audio and visual effects; incorporate security measures for collections; and ensure exhibits are in compliance with agency policy, procedure, and standards.

Design exhibits by reviewing objectives, researching historical and/or scientific information, and consulting with curators; plan layout within allotted space, with consideration for artifacts and materials available; coordinate activities with staff including education program coordinators, contractors, outside services, and the public in order to determine and plan criteria for displays.

Construct exhibits, displays and display scenes after reviewing plans and determining needed materials; utilize pictures or sketches to recreate specific scenes; build or reconstruct scenes or displays, silkscreen and/or paint, and make necessary considerations or modifications to achieve proper color, perspectives, or layout; furnish scenes with artifacts and specimens in order to create a realistic and accurate display area.

Maintain exhibit area, artifacts, and specimens by implementing procedures for the preservation and security of artifacts; check periodically for wear or damage; ascertain and check for proper case light intensities, temperature, and humidity; utilize pesticides; retouch or reconstruct items; replace artifacts or specimens in order to ensure exhibits and specimens are protected and retain an appropriate appearance.

Perform related duties as assigned.

CLASS CONCEPTS

Exhibits Manager: Under general direction, incumbents are responsible for managing all aspects of complex exhibit programs including project funding and budget, staffing levels, work assignments and direction, and long and short range planning of exhibit programs. Incumbents manage a staff of Exhibit Preparators and other staff involved in the design, construction, installation and maintenance of exhibits. The exhibit programs cover a variety of specialized areas including Nevada, western and Great Basin prehistory, and history, natural history and/or art exhibitions.

Positions at this level are responsible for directing a wide range of exhibit programs of considerable complexity and are accountable for directing major exhibit design and construction projects requiring the application of design concepts and practices, considerable judgment, and ingenuity. For example, a position at the State Museum in Carson City is responsible for a staff of Exhibit Preparators and exhibit programs covering the broad range of statewide topics involving Nevada and the Great Basin's natural and cultural heritage.

EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

Page 2 of 4

CLASS CONCEPTS (cont'd)

Exhibits Manager: (cont'd)

Projects are assigned in terms of general program goals and are not specified in detail. The level of work involves independent decision-making and accountability for the accuracy of the final work produced. These responsibilities reflect greater complexity in planning, organizing and directing personnel and agency resources and produce a significant impact on agency programs, budgets, policies and procedures. Duties require a breadth of knowledge and expertise to manage diverse exhibit programs.

Exhibit Preparator II: Under limited supervision, incumbents perform exhibit design, planning, construction and maintenance, applying specialized methods and techniques in order to construct unique and/or complex exhibits and displays requiring knowledge of an advanced nature. This is the advanced journey level in the series.

Duties cover a wide range of technical and skilled work assignments requiring the application of concepts, theories and practices as well as requiring technical expertise, judgment and ingenuity. Positions at this level are accountable for some or all aspects of a project and are expected to function independently within program guidelines. Project responsibility includes determining individual work priorities and applying established policy, procedures, techniques, standards and guidelines set forth by management.

Positions allocated to this level are distinguished from the Exhibit Preparator I by responsibility for specialized work of an advanced nature involving the research, design and fabrication of the most complex museum exhibits. Incumbents have technical, lead or supervisory responsibility for a project; and/or manage an exhibit program in a smaller, less diverse museum. Project and/or exhibit program management may also include staffing and budget responsibility.

Exhibit Preparator I: Under general supervision of an Exhibits Manager or Exhibit Preparator II, incumbents perform the full range of duties described in the series concept involving the design, fabrication, maintenance, and repair of museum exhibits. This is the journey level in the series.

MINIMUM QUALIFICATIONS

EXHIBITS MANAGER

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts, or related field and one year of professional experience in the design, development and operation of exhibits or exhibit programs in a museum, gallery or comparable setting; **OR** a Bachelor's degree from an accredited college, university or technical school in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field and three years of professional experience as described above; **OR** two years of experience as an Exhibit Preparator II in Nevada State service; **OR** an equivalent combination of education and experience.

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

Detailed knowledge of: methods, materials and techniques used to design, construct and/or modify exhibits, scenes and displays; elements of graphic design and graphic arts. **Working knowledge of:** trends in exhibit design and display techniques; safety procedures and standards in the design and construction of exhibits. **Ability to:** determine the most cost effective and efficient method of exhibit design, construction, maintenance and repair; perform feasibility studies and estimating costs; prepare budgets and production schedules; manage a variety of projects simultaneously; develop solutions to unique problems; communicate both orally and in writing with staff and the public; *and all knowledge, skills and abilities required at the lower levels.*

EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

EXHIBITS MANAGER (cont'd)

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

Detailed knowledge of: agency policies and procedures as applied to assigned projects. **Working knowledge of:** principles of personnel management including supervision, training and discipline; safety procedures, OSHA and ADA standards as they apply to supervising the design and construction of exhibits; functions of the divisions of the department to obtain needed information and/or direct questions. **Ability to:** effectively direct a staff performing a variety of specialized functions; resolve discrepancies found in the design and construction of exhibits and develop solutions to those problems; resolve problems diplomatically with agency staff, vendors and the general public; supervise the work of outside contractors; use computer assisted drafting for exhibit planning and design; and interpret and apply agency standards uniformly.

EXHIBIT PREPARATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college, university or technical school in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts, or a related field, and one year of professional experience designing and developing exhibits in a museum, gallery or comparable setting; **OR** an Associate's degree from an accredited college or technical school in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field and three years of experience as described above; **OR** one year of experience as an Exhibit Preparator I in Nevada State service; **OR** an equivalent combination of education and experience.

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

Working knowledge of: two or more specialized areas such as photography, graphic arts, pictorial illustration, and/or representational sculpting; conservation and preservation techniques; preparation of scale models of exhibits; finishing techniques and proper application methods; temperature and humidity control; security systems and techniques; archival practices; curatorial practices in the handling, cleaning and display of artifacts to endure their protection; terminology used to describe various aspects of exhibit preparation and artifacts associated with exhibits. **Ability to:** provide direction and training to lower level staff and volunteers; conceptualize ideas into three dimensional space without losing the intended theme; design, fabricate, repair and modify a broad range of complex and specialized exhibits. **Skilled in:** a wide variety of trades such as carpentry, painting, electrical systems, welding and metal fabrication; operating hand tools and power equipment used for exhibit construction; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: State and agency policy regarding work unit operations. **General knowledge of:** supervisory techniques. **Ability to:** estimate time and materials required to complete projects.

EXHIBIT PREPARATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college, university or technical school in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field; **OR** an Associate's degree from an accredited college or technical school in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field and two years of technical experience involving planning and design, construction and maintenance of exhibits, artistic productions, or commercial or art exhibitions; **OR** graduation from high school or equivalent education and four years of technical experience as described above; **OR** an equivalent combination of education and experience.

EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

Page 4 of 4

MINIMUM QUALIFICATIONS (cont'd)

EXHIBIT PREPARATOR I

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

Working knowledge of: basic carpentry and building construction techniques; shop tools and graphic arts equipment required to fabricate exhibits; a variety of building materials; power supplies and electrical systems; electronic principles; graphic arts techniques. **General knowledge of:** shop mathematics.

Ability to: communicate effectively with others; adapt to changes in workload and adjust priorities quickly as circumstances dictate; perform general maintenance duties; work on ladders and scaffolding; establish and maintain effective working relationships with staff and museum/gallery patrons. **Skilled in:** operating hand tools and power equipment; proper lighting techniques; welding and metal fabrication; the natural sciences; Western American History; photographic principles; representational sculpting and mold-making; and basic recordkeeping techniques.

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

Working knowledge of: museum terminology; exhibit design principles including color, lighting, visitor flow patterns and spatial awareness; State and local fire codes; archival practices; curatorial practices in the handling, cleaning and display of artifacts to ensure their protection; agency policy and procedure used in the construction and maintenance of exhibits. **Ability to:** develop and produce designs, shop drawings, and detailed specifications; read and interpret blueprints, plans, specifications and schematics relevant to exhibit projects; write and edit text for exhibits; make subjective judgments regarding visual and spatial elements of exhibits; and conduct a variety of ongoing exhibit development tasks.

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.

	<u>7.832</u>	<u>7.831</u>	<u>7.841</u>
ESTABLISHED:	10/16/75	6/29/73	7/1/95P 9/16/94PC
REVISED:	12/19/85-12	10/16/75	
REVISED:	7/1/89P 8/19/88PC	6/11/82	
REVISED:	7/1/95P 9/16/94PC	12/19/85-12	
REVISED:		11/13/87-3	
REVISED:		7/1/89P 8/19/88PC	
REVISED:		7/1/95P 9/16/94PC	
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	9/23/05PC	9/23/05PC	9/23/05PC