



POSITION VACANCY NOTICE CITY OF KETCHIKAN

DATE: June 28, 2019

TITLE: CURATOR OF EXHIBITS			
DEPARTMENT:	Museum	DIVISION:	Programs
STATUS:	Regular Full-Time	DAYS:	Monday – Friday
		HOURS:	8:00 am – 5:00 pm occasional weekends and evenings
GRADE /STEP:	349 / A-K	DUTIES:	See attached job description
HOURLY:	\$22.04-\$25.57 DOQ	UNION STATUS:	YES
SPECIAL REQUIREMENTS: A Bachelor's degree from an accredited college or university with major course work in education, museology, public relations, history, art or a related field; two years of increasingly responsible exhibit design, development, and installation experience in a museum or comparable setting; possession of, or ability to obtain, an appropriate, valid driver's license.			

ADVERTISING REQUIREMENTS

Position closes: August 5, 2019 @ 5:00 pm
APPLICATIONS MUST BE RECEIVED BY CLOSING DATE
WHERE: Local Only <input type="checkbox"/> Statewide <input type="checkbox"/> Pacific NW <input type="checkbox"/> National <input type="checkbox"/>
PUBLICATIONS: City of Ketchikan web site; Ketchikan Daily News; Local Job Service

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT: HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT http://www.ktn-ak.us/jobs
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CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

CURATOR OF EXHIBITS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, coordinates the conception, research, scheduling, design, construction, and maintenance of temporary and permanent exhibits for the Museum Department; develops and evaluates graphics, lighting, and other visual presentation components; and creates environmental experiences that are supportive and appropriate with the content of the Museum Department's exhibited collection and mission.

The Museum Department collects, researches, preserves, exhibits and interprets Ketchikan area historical, archival, and ethnographic materials. Under the direction of the Museum Director and in collaboration with Museum Department staff, the Curator of Exhibits is responsible for all exhibits in Museum Department facilities and other designated sites. The Curator of Exhibits must perform these duties in a manner that reflects positively on the City and the Department, and is responsible for a highly valuable community asset and maintaining a level of professional expertise and discretion that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, directs, prepares, constructs, and installs permanent and temporary exhibits from design to completion in accordance with generally accepted security, safety, conservation, and education standards and ethics and in collaboration with Museum Department staff; obtains construction permits and licenses where necessary; prepares presentation drawings, drafting, and exhibit models.
2. Participates in and leads exhibit concept development, including conducting independent research and contacting the public to determine and clarify physical, chronological, and/or conceptual relationships presented in order to select appropriate interpretive materials and artifacts.
3. Initiates technically complex project outlines, schedules and priorities; delegates exhibit-related tasks to Museum Department staff as appropriate.
4. Performs a variety of duties in the designing of exhibits including creating display materials and general artistic concepts for exhibiting collections; uses a variety of digital printing and dry mounting techniques, framing, carpentry, and color schemes skills in the design of exhibits.
5. Designs graphics and other production materials for exhibits; determines graphics, lighting, and signage and labels while taking into account visual presentation, traffic flow, and accessibility for all viewers. Develops exhibit visual style and branding in conjunction with marketing efforts of Programs staff.
6. Constructs, cleans, monitors and maintains exhibits; prepares gallery space prior to installation of exhibit; puts together and prepares all necessary materials for the exhibit; operates and maintains a variety of maintenance equipment and hand and power tools in a safe and efficient manner.
7. Evaluates existing and proposed exhibits; schedules and initiates actions necessary to implement changes in exhibits' interpretive themes; maintains physical and digital files on all exhibits and generates related reports.
8. Assesses and makes recommendations on the Department's exhibit needs and exhibits budget; maintains budget and inventory of exhibit materials and supplies; estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.

9. Assists in maintaining the image of the Museums as quality institutions; responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints within the area of assignment in an efficient and timely manner.
10. Negotiates traveling exhibits; packs and unpacks and prepares shipping modules for transporting traveling exhibits. Works with Collections staff as necessary regarding loaned items for Museum Department produced and traveling exhibits.
11. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of exhibit design and development.
Concepts of exhibit design, maintenance and repair.
Principles and practices of exhibit program development and implementation.
Operational characteristics of materials, tools and equipment used in the design, fabrication and installation of museum exhibits.
Environmental and display conditions which affect the conservation and preservation of museum artifacts.
Carpentry, brazing, electrical wiring, Plexiglas fabrication methods.
Graphic design, photo manipulation, and digital printing techniques.
Recent developments, current literature and information related to exhibit preparation.
Audio visual techniques used in exhibit design including lighting, graphics, signage and acoustics.
Interactive exhibit fabrication standards.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, graphic design, photo manipulation and databases.
Pertinent federal, state and local laws, codes and safety regulations.

Ability to:

Coordinate, direct, delegate, collaborate, and participate in the design, development and implementation of historical, artistic, educational and scientific exhibits.
Design exhibits which interpret, display and preserve historical artifacts in an effective manner.
Conduct and coordinate exhibit-related historic, cultural, or educational research.
Communicate clearly and concisely, both orally and in writing.
Allocate limited resources in a cost effective manner.
Modify, manipulate, and print display quality photographs and graphics.
Read exhibit drawings, blueprints and specifications.
Interpret and explain City and Museum Department policies and procedures.
Respond to requests and inquiries from the general public.
Oversee the work of contracted service provisions as necessary.
Maintain accurate archival records of exhibits.
Operate office equipment including computers and supporting word processing, spreadsheet, graphic design, photo manipulation and database applications.
Produce accurate work under pressure and meet deadlines is essential.
Analyze and solve problems to guide projects from concept to development and installation.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in education, museology, public relations, history, art or a related field.

Experience:

Two years of increasingly responsible exhibit design, development, and installation experience in a museum or comparable setting.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a museum environment with some travel to different sites; extensive public contact; exposure to noise, dust, grease, smoke, fumes, and all types of weather and temperature conditions; occasionally work at heights on scaffolding and ladders; incumbents may be required to work extended hours including evenings, weekends, and holidays. Regular opportunity and requirements to represent the Museum Department to the general public, contractors, vendors, granting agencies, and community and educational organizations.

Physical: Primary functions require sufficient physical ability and mobility to work in a museum setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; dexterity of hands and fingers to operate specialized hand and power tools and equipment; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-49

Job Position Code: 1420-173.01

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: April 1, 1990

Date Amended: June 30, 1998

Date Amended: June, 2007 (*Johnson & Associates*)

Date Amended: March 2, 2016

Reviewed: December 2018

Human Resources Manager Approval

City Manager Approval