

Summary of Duties : An Exhibit Preparator supervises the construction and installation of exhibits at an art gallery or exhibit facility and personally performs the more complicated design, production, and installation work; and does related work.

Distinguishing Features : An Exhibit Preparator supervises the preparation and installation of display units in an art gallery or exhibit facility and maintains the displays and the gallery in good order. An employee of this class receives assignments in the form of written or verbal instructions. The work is normally performed without supervision and reviewed periodically. An employee of this class is distinguished from a Gallery Attendant in that he or she supervises Gallery Attendants and other as-needed employees and performs the more complicated design, production, and installation work.

Example of Duties : Supervises a group of Gallery Attendants and/or other employees in the installation and removal of exhibits including the following:

construction and repair of crates and boxes for shipment;

pickup and delivery of art works;

exhibit and new wall construction, finishing of joints, seams and surfaces;

painting;

case and pedestal production and installation;

hangs pictures and places art objects in display cases, maintains art exhibits and galleries.

Assigns, trains, and evaluates the work of subordinates; reviews art gallery or exhibit facility activities for conformance to standardized methods and procedures; reviews and makes recommendations for power shop equipment layout, storage and support equipment as necessary; monitors exhibition property inventories and maintains adequate levels for exhibition production.

Develops methods and techniques to display objects of art and support material in the exhibitions; produces scaled drawings and models of exhibitions for staff design review; designs and implements title wall graphics, related exhibitions signage and object labels for changing exhibitions as well as maintains signage program for the gallery that involves the related graphics for building exterior, kiosk signage, interior signage, office forms, mailing labels and related business graphics; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : Good knowledge of the care, handling, and display of valuable art objects or museum pieces; working knowledge of common hand and power tools; general knowledge of safety practices and procedures; the ability to follow written and verbal instructions; the ability to effectively relate to the public and co-workers; general knowledge of principles of supervision.

Two years full-time paid or volunteer experience in an art gallery or museum.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 35 pounds and occasionally over 75 pounds; body agility and equilibrium involved in activities such as climbing and balancing; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.