



TITLE	CLASSIFICATION	SALARY GRADE
EXHIBITS SPECIALIST	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2014/15 Classification Review		

**JOB DESCRIPTION:**

Under general supervision, performs a wide variety of duties associated with the operation of District museums and art galleries; coordinates display of museum and gallery collections; performs administrative tasks; and performs related work.

**SCOPE:**

The Exhibits Specialist organizes the exhibition and maintenance of the District's museum or gallery collections; serves as a knowledgeable resource on the social and cultural history of the artwork including paintings, sculpture and/or artifacts; and coordinates tours, lectures and special events for various groups.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates installation and display of related artwork, sculptures and/or artifacts; hangs and assembles paintings and other artwork; constructs, arranges and secures display cases and stands for artifacts and sculptures.
2. Works with curators, artists, and vendors in the acquisition and return of museum or gallery collections; ensures return of museum or gallery collections.
3. Accepts delivery of collections to museum or gallery; processes paperwork and photographs necessary for appraisal and insurance purposes.
4. Serves as a guide to museum or gallery visitors such as faculty, students, and the public; answers questions and provides information related to museum or gallery collections.
5. Coordinates events, tours, viewings and lectures for classes and special guests to museum or gallery.
6. Secures museum or gallery premises and collections to protect collections from damage, theft, or accidents.
7. Maintains records of museum or gallery attendance by faculty, students, school tours and the public.
8. Monitors and maintains museum or gallery budget within established guidelines; prepares and processes purchase and supply order and service requests.
9. Maintains catalog and inventory of collections; maintains inventory of equipment and supplies.
10. May assist in the graphic design and layout of the department webpages, publications and posters; promoting museum or gallery collections and special events.
11. Performs clerical duties such as preparing correspondence; answering telephones, greeting visitors and providing information about exhibits; maintains files and records.
12. Supervises student and short-term, non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Catalog exhibits in accordance with current museum standards; organize the work in a museum ; meet with faculty, students and public in a helpful, courteous and friendly manner; relate information regarding exhibits in a knowledgeable, clear and concise manner; follow and give oral and written directions; maintain cooperative working relationships; communicate effectively in English; plan and present lectures and give presentations to individuals and groups; use standard equipment and materials to install, coordinate, display and store artifacts for exhibits; perform clerical work; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

History and culture of assigned museum or gallery displays and exhibits; principles, practices and techniques for operating and maintaining art gallery and/or museum facility including, but not limited to, assembling paintings, art and exhibits, and proper handling and storing of art, exhibits, and artifacts; tools, equipment and materials used in the display and storage of exhibits; operation of standard office productivity software; proper reception and telephone etiquette.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Bachelor's degree in a related area.

#### *Experience:*

Increasingly responsible experience in a public or private museum or exhibition gallery.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely operate a variety of common hand tools and electrical equipment safely.