



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EXHIBITS SPECIALIST	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

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

**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 and lectures for various groups.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

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 to acquire museum or gallery collections; ensures return of museum or gallery collections.
3. Accepts delivery of collections to museum or gallery; prepares paperwork and photographs necessary for appraisal and insurance purposes.
4. Serves as a guide to museum or gallery visitors such as faculty, students, area school students and 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; observes procedures 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 budge within established guidelines; prepares and processes purchase and supply order and service requests.
9. Maintains accurate catalog and inventory of collections; maintains inventory of equipment and supplies.
10. May assist in the graphic design and layout of publications, posters, brochures or Internet website promoting museum or gallery collections and special events.
11. Performs clerical duties such as prepares correspondence; answers telephones, greets visitors and provides information about exhibits; maintains accurate files and records.
12. Supervises student assistants.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Catalog exhibits according to acceptable museum standards; organize the work in the museum in an efficient and effective manner; 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 equipment common to coordinating and displaying exhibits; perform routine to moderately complex clerical work with accuracy and speed; supervise student assistants and short-term, non-continuing employees; 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 personal computer software programs including word processing and spreadsheet tools, and other standard office equipment; proper reception and telephone etiquette.

### **MINIMUM QUALIFICATIONS:**

*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:*

A bachelor's degree.

#### *Experience:*

Knowledge of related artwork (including paintings, sculptures and/or artifacts) and its social and cultural history and one year experience working 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.