

Job Description — Exhibition Officer/Preparator

Position:	Exhibition Officer/Preparator
Location:	Customs House Museum & Cultural Center
Job Type:	Full-Time
Classification:	Exempt
Salary/Hourly:	Salary
Reports to:	Curator of Exhibitions

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Position Overview

The Exhibition Officer/Preparator works under the Supervision of Curator of Exhibits to facilitate the Museum's changing/temporary and permanent exhibitions, including organizing in-house exhibitions, working with guest curators, transporting artworks and preparing for exhibitions. This may include, but is not limited to, arranging, painting, light construction, and installation. The Exhibition Officer/Preparator should have knowledge and experience in creative design and be willing to tackle "hands-on" functions to make those designs a reality.

Essential Functions

1. Production, in collaboration with the Curators, a program of exhibitions which meets the Museum's exhibition objectives and mission;
2. Implementation of audio-visual and interactive components of exhibits and public programming;
3. Rendering of exhibit design, research cost of materials & construction, scheduling of exhibit maintenance and repairs. Supervising and participating in fabrication and installation of exhibits, meeting opening and maintenance deadlines and keeping within budget;
4. Illustration, set design and artistic interpretation would be highly valued;
5. Contact with technical & material suppliers and producers;
6. Design and production of graphic elements of exhibits, including signage and labels;
7. Translating curatorial and educational staff ideas into permanent, temporary or traveling exhibition through renderings, drawings, models, lighting and arrangement of exhibit materials;
8. Working with the Curators to integrate and implement technical systems and media operations and to update all warranty requirements;
9. Dealing with outside contractors and providers of services as required for exhibition production;
10. Preparation, installation and removal of all objects and materials in displays;
11. Preparation and packing of traveling exhibitions;
12. Maintenance and operation of all permanent and temporary exhibitions, including audio-visual and computer-driven components of exhibits and shows;
13. Maintenance of lighting systems in exhibits and shows;
14. Developing and testing new display techniques for security and conservation;
15. The public image of the Museum;
16. Knowledge of the Museum's collection, exhibitions and mission;
17. Other duties as required by the Executive Director.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies

1. Ability to exercise discretion and independent judgement
2. Knowledge of computer drafting/CAD programs;
3. Experience and proven ability in exhibition design and development, preferably in a museum or cultural attraction;
4. Experience in project management, exhibit fabrication, related construction work in carpentry, metalwork and plastic forming;
5. Demonstrated ability in the use of audio-visual and interactive techniques;
6. Knowledge of museum's collections, nature of the materials to be displayed and standard conservation and security practices;
7. Knowledge of lighting systems and applications.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Working at desk and utilizing a computer for prolonged periods of time;
2. Periodic standing, walking, bending, climbing, and stooping, and the ability to lift 20 pounds;
3. Good hearing and vision
4. Good eye/hand coordination.

Education and Experience

Graduation from secondary education. College degree preferred or two years in field

Schedule

This is a full-time at-will position, and primary days and hours of work at a minimum of 40 hours per week, Monday thru Friday. The position occasionally requires longer hours and/or weekend work. Pay periods are semi-monthly on the 15th and last day of each month.

Travel

This position may require overnight travel. Valid Driver's license required.

Benefits

The Museum offers all full-time employees paid holidays, vacation, and sick leave. Insurance benefits are also available for health, dental, vision, life, AD&D, short-term disability/accidents and SIMPLE IRA participation. Potential for professional development opportunities.

All new or vacant positions at the Clarksville-Montgomery County Museum, d.b.a. the Customs house Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race color, gender, religion, national origin, age, or disability who meet the job related criterial of the job description. All potential employees will undergo a background check, and must provide proof of being able to legally work in the U.S. Employees who have cause to drive their own vehicle and/or Museum vehicle for approved Museum business must have a valid driver's license and proof of auto insurance.

Employee Signature

Date

Supervisor Signature

Date