

Job Description — Exhibits Officer/Preparator

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| Position: | Exhibits 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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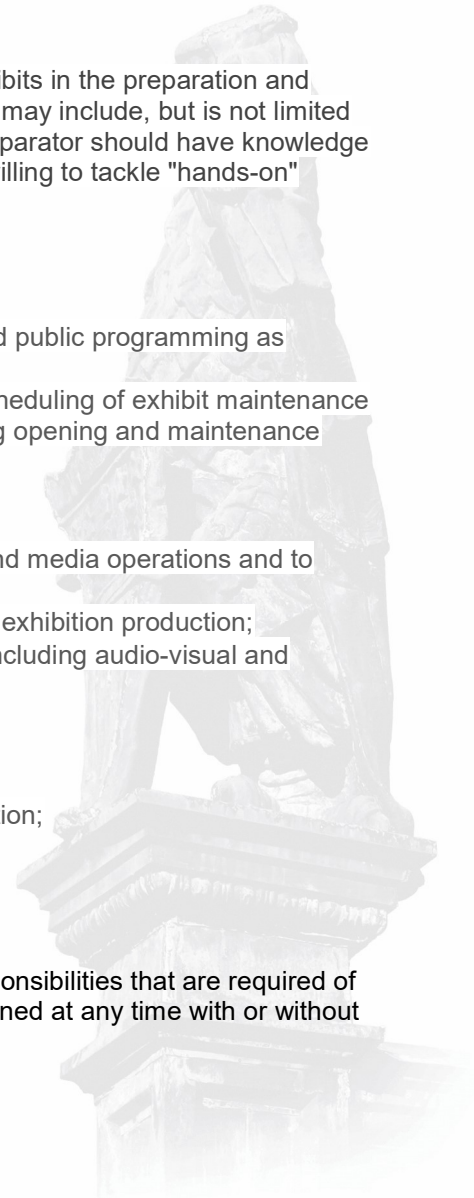
Position Overview

The Exhibits Officer/Preparator works under the supervision of the Curator of Exhibits in the preparation and installation of the Museum's changing/temporary and permanent exhibitions. This may include, but is not limited to, arranging, painting, light construction, and installation. The Exhibits Officer/Preparator should have knowledge and experience in design fabrication, working with tools and technology, and be willing to tackle "hands-on" functions to make those designs a reality.

Essential Functions

- Implementation of audio-visual and interactive components of exhibits and public programming as directed; which meets the Museum's exhibition objectives and mission;
- Rendering of exhibit design, research cost of materials & construction, scheduling of exhibit maintenance and repairs, participating in fabrication and installation of exhibits, meeting opening and maintenance deadlines and keeping within budget;
- Preparation, installation and removal of objects and materials in displays;
- Preparation and packing of traveling exhibitions;
- Working with the Curator to integrate and implement technical systems and media operations and to update all warranty requirements;
- Dealing with outside contractors and providers of services as required for exhibition production;
- Maintenance and operation of all permanent and temporary exhibitions, including audio-visual and computer-driven components of exhibits and shows;
- Maintenance of lighting systems in exhibits and shows;
- Set Design, Illustration, and artistic interpretation are highly valued;
- Contact with technical & material suppliers and producers;
- Developing and testing new display techniques for security and conservation;
- The public image of the Museum;
- Knowledge of the Museum's collection, exhibitions and mission;
- 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. Experience in project management, exhibit fabrication, related construction work in carpentry, metalwork and plastic forming;
3. Knowledge of computer drafting/CAD programs;
4. Knowledge of lighting systems and applications
5. Experience and proven ability in exhibition installation, preferably in a museum or cultural attraction;
6. Demonstrated ability in the use of audio-visual and interactive techniques;
7. Knowledge of museum collections, nature of the materials to be displayed and standard conservation and security practices.

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 40 pounds;
3. Good hearing and vision
4. Good eye/hand coordination.

Education and Experience

Graduation from secondary education. High craftsmanship skill or three years in field of exhibit fabrication.

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.