

Job Description — Exhibits Officer/Preparator

Position Overview

The Exhibits Officer/Preparator works under the supervision of the Curator of Exhibits in preparing and installing 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

- Preparation, installation and removal of objects and materials in displays with Exhibits Curator
- Maintenance and operation of all permanent and temporary exhibitions, including audio-visual and computer-driven components
- Maintenance of lighting systems in exhibits and shows
- Implementation of audio-visual and interactive components of exhibits and public programming as directed; meeting 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
- Working with Exhibits Curator in 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
- 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
- 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 and 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; 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

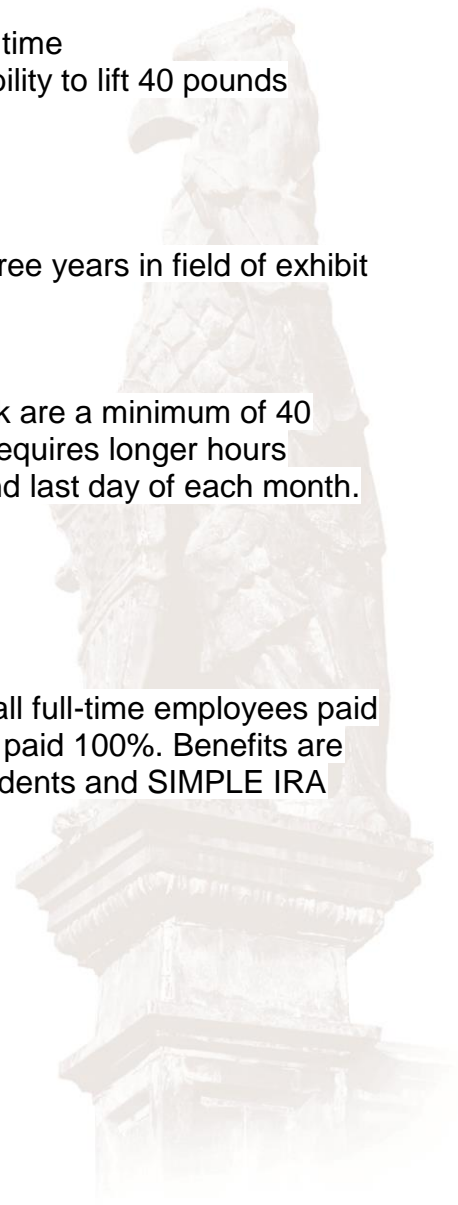
This is a full-time at-will position, and primary days and hours of work are a minimum of 40 hours per week, Monday through Friday. The position occasionally requires longer hours and/or weekend work. Pay periods are semi-monthly, on the 15th and last day of each month.

Travel

This position may require occasional overnight travel

Salary/Benefits

Salary is based on qualifications and interview. The Museum offers all full-time employees paid holidays, vacation, and sick leave. Health Insurance for employee is paid 100%. Benefits are also available for 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 criteria 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.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical setting:

- Office

Schedule:

- 8-hour shift
- Monday to Friday
- Nights as needed
- Weekends as needed

Ability to commute/relocate:

- Clarksville, TN 37040: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person

How to apply: Send your resume to Exhibit Curator Terri Jordan at terri@customshousemuseum.org with the subject "Exhibits Officer/Preparator"

