



EXHIBIT SPECIALIST

SCOPE OF WORK:

Work involves designing, fabricating, installing, maintaining exhibits in the North Dakota Heritage Center (NDHC), state museums, and state historic sites.

DUTIES PERFORMED AT ALL LEVELS:

- Participate in exhibit development and planning sessions.
- Oversee exhibit design, graphic production, and fabrication scheduling and production.
- Supervise installations for exhibits and lighting.
- Maintain all exhibits located at the NDHC, museums, historic sites, and the Traveling Interpretive Exhibits Services (TIES).
- Deinstall exhibits and store components that will be reused.
- Assist curatorial staff with the use of materials and techniques in the housing and rehousing of collections; design and fabricate mounts; and assist with preservation of collections.
- Respond to agency, inter-agency, and public requests for technical assistance regarding exhibits.
- Assist with outreach programming at the NDHC, historic sites, and museums located throughout the state.
- Represent the State Historical Society of North Dakota at local, regional, and national conferences and meetings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

EXHIBIT SPECIALIST I

1231

GRADE J

LEVEL DEFINITION:

Positions at this level primarily work under the general direction of a higher level exhibit specialist.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Maintain the exhibit production workroom and the wood shop.
- Work with or manage interns, contractors, or temporary employees.
- Participate in agency committees, meetings, planning and reporting systems.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in art, history, archeology, anthropology, museum services, design, industrial technology, or a closely related field and two years of exhibit-related museum experience. The hiring authority may determine the specific degrees at the time of recruitment.

EXHIBIT SPECIALIST II
GRADE K

1232

LEVEL DEFINITION:

Positions at this level supervise the production and maintenance of exhibits.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Schedule and budget installations and deinstallations of temporary exhibits.
- Fabricate panels for exhibition, repair as necessary, and crate them for TIES.
- Participate in the development of permanent and temporary exhibits from concept to implementation and the ongoing maintenance and enhancements to these exhibits.
- Participate in exhibit management and visitor evaluation processes.
- Supervise, train, evaluate, and work with exhibit specialist, and contractors in designing and building artifact mounts, exhibit furniture, lighting, and fabrication of exhibit components including audio/visual components and graphics.
- Adhere to agency operational processes and procedures.
- Maintain the exhibit production workroom and the wood shop.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in art, history, archeology, anthropology, museum services, design, industrial technology, or a closely related field and three years of exhibit-related work experience that included supervision of staff. The hiring authority may determine the specific degrees at the time of recruitment.

Effective Date: 7/85

Rev: 1/00 – Word processing conversion

Rev: 6/06 – Updated scope, format, duties, title, min quals, grade levels

Rev: 7/12 – Conversion to Hay System