

Anchorage Museum Association

Title: Exhibits Technician
Prepared Date: December 2011
FLSA Status: Non-Exempt

Reports To: Exhibits Director
Approved By: Museum Director
Approved Date: December 2011

Summary Position Statement:

Under the direction of the Exhibits Department Director, this position has responsibility for assisting with the production, fabrication, installation, and maintenance of exhibits for the museum. Such items may include creating exhibit structures, furniture, crates, artifact mounts and graphics according to exacting, specialized production and fabrication techniques.

Essential Duties and Responsibilities:

- Constructs exhibit environs and special projects utilizing a wide range of materials.
- Installs, places, mounts and hangs art and artifacts.
- Participates in finish and detail work on exhibit environs.
- Assists with lighting of exhibitions.
- Strikes exhibits, removing artifacts and salvaging and stowing re-usable materials and equipment.
- Maintains workshop and crate storage areas in clean and well organized manner.
- Routinely handles fragile art and artifacts.
- Operates heavy equipment, i.e. forklift, man lift; operates light equipment, i.e. saws, electronic tools, etc.
- Builds crates and packs art and artifacts for safe shipment.
- Performs regular maintenance of temporary and long-term exhibitions.
- Performs other duties as assigned.

Knowledge/Skills/Qualifications:

Knowledge of:

- Materials, techniques and equipment used in basic carpentry construction and painting.
- Museum standards regarding artifacts handling, display, packing procedures, etc.
- Various techniques and applications of latex, oil paint, enamel and epoxy to surface finishes.
- Design skill and an aesthetic sensibility.
- Computer MS Office software and able to read design and construction drawings.
- Safety standards regarding material, personnel, equipment.

Ability to:

- Organize work processes and select work methods and procedures; set goals, monitor progress,
- Operate heavy and light equipment as identified above.
- Work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Work in a multicultural environment.

Qualifications:

- High school diploma or equivalent required.
- An undergraduate degree in art, anthropology, history or a related discipline.
- Three to five year of experience in museum work.
- Additional experience in the areas listed above may be substituted for the required education as determined relevant by the Exhibits Director.

Employee Expectations:

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships.
- Initiative and creativity in all aspects of the position.
- Lead by example by maintaining a high standard of professional ethics and conduct at all times.
- Treat everyone with dignity and respect at all times.
- Support and uphold the policies, procedures of the AMA as directed by the Museum Director and Board of Directors.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The work environment and the physical demands of this position are typical of an office and construction environment. While performing the duties of this job, the employee is regularly required to sit, stand, walk, climb; use hands to finger, handle or feel; reach with hands and arms; talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must be able to lift and maneuver 50 lbs; ascend and descend ladders; operate heavy and light equipment as described above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. May be exposed to heights, bright lighting and enclosed areas and related temperatures.