

ANCHORAGE MUSEUM ASSOCIATION

Title: Exhibition Technician

Reports To: Associate Director, Exhibitions

FLSA Status: Non-Exempt

EEO Class: Crafts Worker

Approved by: Museum Director/CEO

The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story and welcomes, nurtures, and leverages diversity and inclusion in all we do and recognize all are enriched with the inclusion of diverse voices, viewpoints, and skill sets.

Summary Position Statement:

Under the supervision of the Associate Director, Exhibitions, the Exhibition Technician exercises high levels of skill in fabricating, finishing, installing and maintaining exhibition environments and display components and follow, with extreme precision, written, drawn and oral specifications. Such items may include creating exhibit structures, furniture, crates, and artifact mounts according to exacting, specialized production and fabrication techniques.

Essential Functions:

- Constructs exhibition environments and special projects, employing a wide range of materials and tools
- Participates in finish and detail work on exhibition components and environments
- Assists with lighting of exhibitions
- Strikes exhibits, removing artifacts and salvaging and stowing re-usable materials and equipment
- Installs, places, mounts and hangs artwork and artifacts
- Maintains workshop and crate storage areas in clean and well-organized manner
- Routinely handles fragile artwork and artifacts
- Operates heavy equipment, i.e. forklift, scissor-lift; operates light equipment, i.e. saws, electronic tools, etc.
- Ensures compliance with applicable regulations, including health, safety and environmental
- Builds crates and packs art and artifacts for safe shipment
- Performs regular maintenance of temporary and long-term exhibitions

Non-Essential Functions

- Supervise contractors as needed
- Performs other duties as assigned

Knowledge and Skills:

- Demonstrated experience working with commercial woodworking and metalworking power tools, power hand tools, and hand tools used in construction, cabinetmaking or fabrication trades
- Studio art experience may be considered as an alternate experience qualification
- Possesses basic carpentry math skills and experience, including measuring, estimating, marking, squaring, leveling, sawing, drilling, shaping, fastening, and finishing
- Knowledge of museum standards relating to the care of artifacts, including handling, display, transporting and packing
- Experience with various techniques and applications of latex, oil paint, enamel and epoxy to surface finishes
- Knowledge of standard metalsmith fabrication processes for aluminum, brass and/or steel, working with plate, rod, tube, angle and square stock
- Experience working with and assembling low-voltage LED lighting components, AV components and controls inside cabinets and display cases is desired
- Knowledge of design principles and aesthetics
- Able to read design and construction drawings, including digital applications and applicable software
- Safety standards regarding material, personnel, equipment

Ability to:

- Organize work processes and select work methods and procedures
- Set goals and monitor progress
- Work in noisy production shops, paint spray booth, and other production and maintenance areas for prolonged periods while standing, bending, and reaching, and wear Personal Protective Equipment (eye protection, hearing protection, dust masks and safety shoes) and other PPE as directed
- 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 is required
- An undergraduate degree in studio art, construction or other related field is preferred
- Previous museum exhibition production experience is preferred
- A valid driver's license is required
- Must be able to lift and carry 60 pounds, use freight elevators, walk up and down stairs, work on ladders, scaffolds, aerial work platforms and dock levelers
- Additional experience in the areas listed above may be substituted for the educational requirement

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

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are typical of an office environment and 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. The incumbent May be exposed to heights, bright lighting and enclosed areas and related temperatures.