THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824313 | DATE POSTED: 07/19/22
POSITION NO: 245174 | CLOSING DATE: 08/01/2022 by 5pm
POSITION TITLE: MUSEUM EXHIBIT TECHNICIAN
DEPARTMENT NAME / WORKSITE: NAVAJO NATION MUSEUM/WINDOW ROCK, ARIZONA
WORK DAYS: MON - FRI | REGULAR FULL TIME: ☐ | GRADE/STEP: BQ58A
WORK HOURS: 8:00 AM - 5:00 PM | PART TIME: ☐ NO. OF HRS./WK.: | $ 27,519.84 PER ANNUM
SENSITIVE ☐ | SEASONAL: ☐ | $ 13.18 PER HOUR
NON-SENSITIVE ☑ | TEMPORARY: ☑ DURATION :

DUTIES AND RESPONSIBILITIES:

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Under direct supervision of the Museum Director; Responsible for fabrication, installation, arrangement or assembly, and maintenance of all in-house, traveling, and off-site exhibitions, while also administering general building repair and maintenance functions and strategies; constant monitoring, care and upkeep of exhibit and facility components; and ensuring that all tasks/jobs/responsibilities are maintained according to the highest standards. Must be ambitious, resourceful, and innovative with a strong tenacious work ethic; have the ability to analyze situations and troubleshoot problems, and deliver appropriate solutions. Capable of researching, identifying, and procuring parts and supplies using computer/online resources and printed catalogs. Where possible, effect immediate repairs and assess the need for changes in design or materials. When necessary, arrange and coordinate external expertise. Prepare/coordinate, construct and install exhibit structures or enclosures, panels, cases, and background elements using a range of materials and tools/equipment. Assist with exhibit and facility design engineering concepts. Construct/fabricate custom designed storage and packing crates to transport or store exhibit pieces and supplies. Must be comfortable working with a wide variety of power tools and workshop equipment: table saw, skill saw, sander, drill, chainsaw, router, pneumatic tools, etc. Cut and weld metal sections in reconstruction or renovation of structural formations and fixtures to exhibit displays. Must be able to endure long periods of physical activity, standing, walking, lifting, and maneuvering of self and objects/equipment throughout the facility/property. Ability to prepare, paint and texture varied surfaces. Capable of mounting, replacing and frequently inspecting exhibit/facility/property lighting features, including other electrical hardware (i.e., surveillance cameras and motion detectors, audio speakers, projectors, directional signs, television screens, etc.). Transport, deliver, retrieve, handle, maneuver, arrange/pack, and organize exhibit and collection items/supplies, and ensure their appropriate support and safeguard from adverse conditions/situations. Comprehend and utilize mechanical drawings, schematics, and product manuals towards construction, repair, and maintenance of all exhibit and facility components. Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces. Maintain inventory of exhibit and building materials, tools/equipment and exhibit consumables. Assist with cataloguing of collections and placement into proper storage locations and conditions. Assist with the inventory of stored and displayed museum collections; may provide factual information concerning the museum and its displayed collection. Assist in the set-up and tear-down of temporary/traveling exhibits, displays, furniture, equipment, and work/meeting configurations, including formations in common/public spaces. Conduct exhibit related work at off-site locations. Prepare reports; record the condition of artifacts, treatment options, and the methods of preservation and repair used, along with documenting of critical/relevant operational information in written or electronic/magnetic form. Explain points of interest to visitors. Assist with front desk duties such as greeting and directing customers/visitors, answering telephone calls, making xerox copies, and sending faxes. Able to follow verbal and written communication. Must possess skill in establishing and maintaining effective working relationships. As required, assist with other special assignments, duties, and events detailed to the Navajo Nation Museum.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED, and two (2) years of exhibit construction and/or building maintenance experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

- Knowledge of hand and power tools used in the construction field.
- Knowledge of use and fabrication techniques of wood, plastics, metals and paints.
- Skill in interpreting operating and maintenance instructions, manuals, blueprints and sketches.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to work under pressure to meet timelines.
- Ability to work in varied environments and occasionally outdoors in adverse weather conditions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.