

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR06116145
 POSITION NO: 203230
 POSITION TITLE: _____

DATE POSTED: 08/31/18
 CLOSING DATE: 09/14/18

Museum Exhibit Technician

DEPARTMENT NAME / WORKSITE: DNR / Navajo Nation Museum / Window Rock, AZ

WORK DAYS: <u>MON-FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI58</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>24,731.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>11.89</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> DURATION : _____	

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Museum Director; works closely with other staff towards the fabrication, installation, and maintenance of in-house, traveling and off-site exhibitions while administering basic building repair and maintenance functions. Daily care and upkeep of exhibit and facility components and ensuring they are maintained to a high level and conducting or arranging repairs when required. Must be a "self-starter" with a strong customer service ethic, the ability to analyze situations and troubleshoot problems, and deliver appropriate solutions. Possess a general working knowledge of accepted museum/gallery/workshop standards in regards to exhibit maintenance and construction, use of tools and equipment, and the ability to research, identify, and procure parts and supplies using online computer and printed catalogs and other sources. Support exhibit and building maintenance and repair needs. Where possible, effect immediate repairs, and assess the need for changes in design or materials. When required, acquire parts, equipment or external expertise to assist in effecting repairs. Assists with the construction and install of exhibit enclosures, panels, cases and backgrounds; paints and finishes surfaces; installs and monitors exhibit/facility lighting and other electrical hardware; assists with the handling, moving, packing and storing of collections/supplies and ensures their proper support and protection from adverse conditions. Utilize mechanical drawings, schematics, and product manuals towards construction, repair and maintenance of exhibit and facility components. Construct and install museum exhibit structures and other elements using a range of materials and tools/equipment. Assists with exhibit and facility design concepts and constructs specially designed storage and/or packing crates to transport exhibits/supplies from the museum, Must be comfortable working with a wide variety of power tools and workshop equipment: table saw, skill saw, pneumatic tools, router, etc. Maintain a clean, organized, and safe work environment. Observe safety and risk management procedures in public areas and work spaces. Maintain inventory of building materials, tools/equipment and exhibit consumables, and order supplies as needed. Assists with cataloguing of collections and placement into proper storage locations and conditions; assists with the inventory of stored and displayed museum collections; may provide factual information concerning the museum and its displayed collection; explains points of interest to visitors; may provide security services. Assist in the setup and tear-down of temporary/traveling exhibits, displays, furniture and spaces, including meeting and common areas. Assist with exhibit-related work at off-site locations. 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 exhibits construction, installation and maintenance related experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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.