

SENIOR MUSEUM EXHIBIT TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in planning and supervising the preparation, design, construction and installation of exhibits of the Navajo Nation Museum; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, supervises, and participates in exhibition construction, installation and maintenance activities for museum galleries and other venues; supervises technical staff; works closely with museum curator to design exhibit floor plans and layouts; estimates and orders supplies and materials necessary to complete project; designs, constructs and installs exhibit enclosures, panels, cases and backgrounds; paints and finishes surfaces; installs and monitors exhibit lighting and other electrical hardware; designs and constructs specially designed storage and/or packing crates to transport exhibits from the museum.

Oversees and participates in the maintenance of exhibits by repairing broken equipment, damaged cases, and panels; in consultation with museum curator, coordinates the handling, movement, packaging and storage of collections and ensures their proper handling, support, and protection from adverse conditions; conducts and maintains inventories of stored and displayed museum collection; provides factual information concerning the museum and its displayed collection; explains points of interest to visitors; may provide security services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of building repair, painting, carpentry, cabinetmaking and electrical methods and practices.
Knowledge of occupational, safety and health regulations, practices and procedures.
Knowledge of estimation of materials and supplies necessary to complete assigned work.
Knowledge of project management methods and practices.
Knowledge of use and fabrication techniques of wood, plastics, metals and paints.
Knowledge of exhibit design and/or Computer Aided Drafting (CAD), blueprint reading, and lighting techniques.
Knowledge of hand and power tools used in the construction field.
Skill in project management and supervision of personnel.
Skill in oral and written communication.
Skill in advanced carpentry, cabinetmaking and electrical work.
Skill in interpreting operating and maintenance instructions, manuals, blueprints and sketches.
Skill in establishing and maintaining effective working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Works in an office, exhibit gallery, construction or storage area, must frequently lift and/or move up to 40 pounds.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) year of exhibits construction installation and maintenance related experience, one (1) year of which must have been in a lead or supervisory capacity.

PREFERRED QUALIFICATIONS:

- Completion of Vocational program in carpentry, electrical or skilled trade.

THE NAVAJO NATION

Class Code: 3296
Natural Resources and Parks Series
Museum Group
Overtime Code: Non-Exempt
Pay Grade: 60

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.