

The University of Texas at San Antonio

Job Description

Job Title: Senior Exhibit Technician
Code: 11003
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Exhibits and Collections - Institute of Texan Cultures
Reports To: Exhibition Coordinator

Summary

- Function: Fabricates museum exhibits and exhibit components and oversees installation and daily maintenance of exhibitions and exhibit components.
- Scope: Supports a variety of museum exhibit needs, including fabrication, maintenance, and repair of exhibit components, assistance with exhibit installations and removal, assistance with object mounts, packing, and transportation, and general exhibition upkeep and maintenance.

Duties

- Typical:
 1. Perform routine monitoring of exhibits to assess condition and needs.
 2. Adjust, clean, maintain, and repair exhibits and exhibit components on an ongoing basis.
 3. Fabricate, maintain, or repair exhibit cabinetry, casework, and components as needed.
 4. Assist with installation and de-installation of exhibits and displays; packing, loading, unloading, and occasional transportation of exhibit components and objects; setting and monitoring exhibit gallery lighting.
 5. Mount graphics, text panels, labels, and other exhibit elements.
 6. Create artifact mounts for exhibitions in consultation with other staff.
 7. Assist with moving and installing artifacts, including fragile objects.
 8. Create or repair original exhibit elements including dioramas, exhibit environmental components, and three dimensional exhibit props and pieces. Install and secure portable wall panels, cases platforms, and exhibit structures.
 9. Communicate with Exhibit Coordinator and other exhibits staff on projects and needs.
 10. Prepare lists of materials and supplies for assigned projects.
 11. Prepare cost estimates when requires for materials and supplies needed to accomplish assigned projects and maintain inventory of exhibit

<p style="text-align: center;">maintenance supplies and materials.</p> <p style="text-align: center;">12. Purchase materials and supplies for job-specific needs and maintain accurate records and accounts of purchases.</p> <p>• <u>Periodic:</u></p> <p style="padding-left: 20px;">1. Performs other duties as assigned.</p>
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Education

Required	Preferred
High School Diploma or GED	Certificate, Vocational Training, Associate or Bachelor’s Degree in related trades of fields.

Other Requirements

Required	Preferred
Knowledge of cabinetry and carpentry	Knowledge of University purchasing and reporting requirements.
Experience working with Plexiglass and/or tempered glass	
Experience in dry walling, painting, and finishing.	
Experience with basic mechanical repair.	
Ability to create a variety of exhibit components under general guidance.	
Knowledge and adherence to safe workplace practices.	
Ability to prioritize projects and assignments.	
Ability to meet schedules and deadlines.	
Ability to obtain certification to operate a forklift.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Eight years of experience in exhibit fabrications, maintenance, and repair.	N/A
Two years supervisory experience in a comparable position.	

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Variety of power and hand tools, including use of basic and advanced tools typically required for woodworking and cabinetry making, framing and plaster work, woodcarving, welding/brazing, mounting materials, plastics and other skills typically required for exhibition work.	
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Working Conditions

Usual	Special
Physical work includes construction activities in a fabrication shop with multiple tools.	Occasional weekend and evening work required.
Frequent heavy lifting, climbing, bending, kneeling, crawling, crouching, and reaching.	Exposure to seasonal weather conditions during outdoor work.
Long periods on your feet.	

Supervision

Received	Given
General and specific instruction from Exhibition Coordinator and/or department director.	Supervises exhibit technicians and periodic part-time or contract labor.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
