

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Exhibit Technician III

Code: 11004

Salary Grade: 56

FLSA Status: Non-Exempt

Department/Division: Institute of Texan Cultures (Research, Exhibits, & Collections)

Reports To: Exhibits Coordinator

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## *Summary*

- Function: Assists in the creation and day to day maintenance of museum 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, 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 needs.
  4. Assist with installation and deinstallation of exhibits and displays
  5. Assist with packing, loading, unloading, and occasional transportation of exhibit components and objects
  6. Assist with setting and monitoring exhibit gallery lighting
  7. Mount graphics, text panels, labels, and other exhibit elements
  8. Create artifact mounts for exhibitions in consultation with other staff
  9. Assist with moving and installing artifacts, including fragile objects
  10. Create or repair original exhibit elements including dioramas, exhibit environmental components, and three dimensional exhibit props and pieces
  11. Install and secure portable wall panels, cases, platforms, and exhibit structures
  12. Communicate with Exhibit Technician II, Exhibition Coordinator and other exhibits staff on projects and needs

- Periodic:
  1. Other duties as assigned

***Education***

<b>Required</b>	<b>Preferred</b>
High school diploma or GED	Certificate, Vocational training, Associate or Bachelor's Degree in related trades or fields

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Other assignments as required	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Experience in exhibit fabrication, maintenance, and repair.	N/A
Knowledge of cabinetry and carpentry.	
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.	

***Equipment***

<b>Required</b>	<b>Possible</b>
Variety of power and hand tools.	N/A
Ability to obtain certification to operate a forklift.	
Valid driver's license.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Physical work includes construction activities in a fabrication shop with multiple tools. Frequent heavy lifting, climbing, bending, kneeling, crawling, crouching, and reaching. Long periods on your feet. Work typically indoors, but requires work outdoors on occasion, including inclement weather	Occasional need to work other than normal working hours; may be required to be available for emergency repairs during holidays or weekends

***Supervision***

<b>Received</b>	<b>Given</b>
General and specific instruction from Exhibit Technician I, Exhibition Coordinator and/or department director.	None

***Accuracy***

Attention to detail, ability to create materials for presentation to the public, ability to understand and transform construction plans and drawings into physical reality using a variety to materials and techniques.

***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.