

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Exhibits Fabricator III  
Code: 15291  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Production/Institute of Texan Cultures  
Reports To: Executive Associate Director of Production

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## *Summary*

- Function: To provide high level skills in carpentry, cabinetmaking, and plastics fabrication in the construction, mounting installation, maintenance and repair of museum exhibits. To relieve the unit head of a large volume of practical decisions in the determination of methods to be used, and materials to be utilized among concurrent projects.
  
- Scope: Responsible for the expert use of a wide variety of tools and specialized techniques, and for training staff for the safe and effective construction and repair of professional exhibits, historic replica buildings and related projects. Also responsible for keeping the department aware of new technology in this field.

## *Duties*

- Typical:
  1. Performs all exhibit related duties, but especially the most complex construction and finishing tasks.
  2. Uses specialized knowledge and skills to solve problems and develop new techniques. Devises special equipment, jigs, and aids as needed.
  3. Reads drawings and work orders, designs construction details as needed, plans the work sequence, assures that materials are on hand when needed.
  4. Anticipates and averts fabrication problems through consultation with relevant persons, advises and assists department head with project decisions, maintains an adequate inventory of commonly used materials and tools, keeps equipment in good repair, researches and recommends purchases.
  5. Plans and conducts periodic workshops in safety and technique to enhance staff skills and strives to improve the quality of department's output.
  6. Performs typical installations shop duties when needed and to gain new skills.
  7. Performs some administrative tasks in the absence of unit head.

8. Performs other duties as assigned.
<ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Drives trucks and vans to pick up and deliver exhibits and materials.</li> <li>2. Participates in committee work as departmental representative and attends workshops and seminars.</li> </ol> </li> </ul>

***Education***

<b>Required</b>	<b>Preferred</b>
High School diploma, or equivalent, plus some college or trade school courses in related areas such as: museum studies, history, art, design, etc. Extensive directly related work experience may substitute for post-high school education.	Associate or Bachelor's degree from college or trade school in related area.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Duties require close cooperation with others and may involve public situations, making strong interpersonal skills essential.	N/A
Must have the ability to be highly flexible in order to meet the demands of rapidly shifting project priorities.	
Absolute deadlines make for a potentially stressful working environment.	
Criminal background check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of directly related work experience demonstrating mastery of the skills and technical knowledge required in this position.	At least one year of similar experience in a museum environment.

***Equipment***

<b>Required</b>	<b>Possible</b>
Basic and advanced hand and power tools and machines for working with wood and plastics - saws, drills, sanders, routers spray guns, table/band/radial arm/panel saws, planer, jointer, shaper, and wood lathe.	In addition to above, woodcarving, welding/brazing tools, and personal computer.
Photo mounting presses, heatstrip, heat gun, and torch for shaping plastics, forklift, pallet jack, and other materials handling equipment.	

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office and workshop environments. Sometimes work in public areas. Requires some heavy lifting. Short lead time and absolute deadlines are common.	Some work outdoors in all seasons. Some overtime and travel required. Some hazard from tools and materials, requires caution.

### *Supervision*

<b>Received</b>	<b>Given</b>
General instructions, suggestions and priorities from unit head; largely self-directed.	Provides senior-level advice and assistance to other members of the staff, both within the division and throughout other departments.

### *Accuracy*

Required in all aspects of duties performed; proficiency in the use of practical shop mathematics in solving problems of complex shapes and compound angles is required.
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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.
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### *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.
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