

The Maryland-National Capital Park and Planning Commission

TITLE:	Exhibits Specialist I	GRADE: F	CODE: 3111
SERIES:	Artistic Display	DATE: 6/22/99	
		FLSA: Non-exempt	

Class Definition

Under general supervision, creates professional art work for the purpose of informing and educating users of Commission parks and other facilities. Exhibits Specialist I's complete a variety of assignments using a wide range of materials, media and techniques, including computer graphics software. Assignments typically specify the subject matter to be covered and the purpose to be achieved. Employees are expected to research the subject, develop a concept and design, specify the time and materials needed, and upon approval, take all necessary steps to complete a project. Exhibits Specialist I's are proficient in the use of the tools, instruments and equipment of the graphic arts field, and possess artistic ability to interpret concepts for display purposes. Projects typically involve three dimensional creations. Projects can usually be completed by employees using resources within the unit and may involve some coordination with outside contractors, skilled trades staff, or with other Commission offices. Work is usually reviewed in process by Exhibits Specialist II's or the Exhibits Shop Supervisor, and completed work is subject to acceptance by the offices that requested the work. Performs other related duties as assigned.

Essential Job Functions:

1. Reviews literature, confers with Commission staff, and conducts site visits to become familiar with the subject matter and purpose of the requested work. Develops appropriate concepts and designs to meet the intended purpose of the work and, upon approval, proceeds to produce required products, which may include, for example: exhibits, displays, models, audio-visual shows, presentations and similar products. Coordinates project work efforts with requesters, skilled trades personnel, and other Commission staff as necessary.
2. Uses a variety of exhibit fabrication techniques such as painting, model-making, sculpting, silk screen printing, photography, drawing, and computer graphics, to produce products.
3. Renders illustrations, designs logos, graphics, and other art work for use in Commission flyers, advertisements, posters, banners, signs, maps, publications, exhibits, uniforms, facilities, vehicles, and other areas.

Maryland-National Capital Park and Planning Commission

TITLE: Exhibits Specialist I

Page 2

Essential Job Functions (cont.)

4. Operates cameras to make photographic surveys of Commission facilities, parks, and to portray County lifestyles. Uses photographic techniques for exhibit production and use in programs.
5. Designs brochures, reports, maps, and other publications. Selects and organizes art work (e.g., covers, colors, paper stock, illustrations and photos) and related aspects of a product. Prepares digital files for printing and large format production.
6. Creates signs, headlines, displays, exhibits and other written copy in various styles.
7. Operates graphics camera to acquire digital imagery; performs layout and paste up work.
8. Maintains inventory of art supplies. Writes specifications for printing and contracting jobs. Obtains bids and price quotes. Writes purchase orders for printing and supplies and inspects deliveries. Approves work of printers. Confers with vendors regarding requested services and their capabilities.
9. Maintains files of correspondence, art work, project work papers and materials inventory.
10. Performs routine maintenance and cleaning of equipment and work areas in the shop. Makes minor repairs and renovations. Stores paints, chemicals, hazardous materials, and other materials used in art work. Makes routine safety checks.

Important Worker Characteristics:

Knowledge of: (1) graphics design, especially three dimensional creations; (2) photography; (3) printing; (4) model-making or taxidermy; (5) carpentry; (6) exhibit shop practices; (7) safety and first aid; (8) biology;* (9) Natural and Cultural History;* and (10) Commission activities, organization, policies and procedures.*

Skill in the operation of: (1) tools, instruments and equipment of the graphics arts field; (2) carpentry tools; (3) cameras; (4) graphics camera; and (5) computer graphics software and hardware.

Important Worker Characteristics (cont.)

Ability to: (1) apply artistic principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and write routine reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) proofread typed materials; (6) organize work efficiently; and (7) lift up to 50 pounds.

*Developed primarily after employment in this job class.

Minimum Qualifications:

1. Bachelor's degree in commercial arts, graphic arts, studio arts, or related subjects; or four years of experience in commercial or graphic arts; or
2. An equivalent combination of education and experience.

Working Conditions

Works in an exhibit shop. Moderate pressure to meet deadlines. Moderately heavy lifting. Frequently exposed to eye, skin, nose, and lung irritations from dangerous chemicals and frequently exposed to the hazards of operating hand and powered tools and equipment.