

The Maryland-National Capital Park and Planning Commission

TITLE:	Exhibits Specialist II	GRADE: H	CODE: 3112
SERIES:	Artistic Display	DATE: 6/22/99	
		FLSA: Exempt	

Class Definition

Under direction, renders professional art work for the purpose of informing and educating users of Commission parks and other facilities. Exhibits Specialist II's are assigned projects of large size and importance, typically taking months to complete and requiring considerable coordination of outside vendors, skilled trades staff and other Commission offices. Assignments typically specify the subject matter to be covered and the purpose to be achieved, and employees research the subject, develop a concept and design, specify the time and materials needed, and upon approval, independently manage all aspects of the production effort. Completed projects typically involve many elements and are large or extensive in scope. Exhibits Specialist II's are fully proficient in the use of the tools, instruments and equipment of the graphic arts field, including computer graphics software, and possess artistic ability to implement concepts for display purposes; the products typically involve three dimensional creations. On larger projects, Exhibits Specialist II's will have lead responsibility and direct the efforts of Exhibits Specialists I's, Exhibits Technicians or others assigned to the project. Work is usually reviewed in process by a supervisor. Performs other related duties as assigned.

Essential Job Functions:

1. Produces artistic products that contain many elements, are large and extensive in scope, and require considerable coordination of others such as vendors, skill trades staff and Commission staffs in their production. Manages many aspects of production from concept through delivery of finished work to requesters, coordinating matters on own or with supervisory consultation, and independently resolving most problems that arise. Provides lead work direction to other exhibits staff on larger projects.
2. Reviews literature, confers with requesters, 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.
3. Uses a variety of artistic and exhibit fabrication techniques such as painting, model-making, sculpting, silk screen printing, photography, drawing, and computer graphics, to produce products.

Essential Job Functions (cont.)

4. Renders illustrations, designs logos, graphic symbols, and other art work for use in Commission flyers, advertisements, posters, banners, signs, maps, publications, exhibits, uniforms, facilities, vehicles, and other areas.
5. Coordinates photographic surveys of Commission facilities, parks, and to portray County lifestyles. Directs photo shoots for exhibit production and use in programs.
6. 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. Manages digital files for printing and large format production.
7. Creates signs, headlines, displays, exhibits and other written copy in various styles.
8. Operates graphics camera and performs layout and paste up work.
9. 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.
10. Maintains files of correspondence, art work, project work papers and materials inventory.
11. 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.* (10) Commission activities, organization, policies and procedures;* and (11) Familiarity with basic building trades and applications.

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

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Important Worker Characteristics: (cont.)

Ability to: (1) apply artistic principles to solve practical problems; (2) manage independently, projects involving many elements and which are of large size or extensive scope; (3) lead other exhibit staff in the production of large projects; (4) calculate fractions, decimals, and percentages; (5) read and write routine reports and correspondence; (6) use proper spelling, punctuation, and grammar; (7) proofread typed materials; (8) organize work efficiently; and (9) 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; and two 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.