

The Maryland-National Capital Park and Planning Commission

TITLE: Exhibits Shop Supervisor GRADE: I CODE: 3113
SERIES: Artistic Display DATE: 6/22/99
FLSA: Exempt

Class Definition

Under general direction, manages the operations and services of an Exhibit Shop. Exhibits Shop Supervisors plan, organize and direct the production of artistic products designed to inform and educate users of Commission parks and other facilities. Supervisors also provide technical and artistic leadership to staff regarding the development and use of concepts, designs, and methods of producing artistic products, and take the lead in training staff in the use of new equipment and technology in the shop. Responsibilities include overall planning, scheduling and monitoring of production; coordination with vendors, requesting offices and Commission staffs; approval of all shop and contracted work; and shop administrative functions. Supervisors receive assignments directly from requesters and determine if work is to be performed in house or contracted out, or a combination of both; establish policies and standards for the shop; develop and manage budgets; and direct the work of technician, professional and trades personnel engaged in producing artistic products for use by the Commission. Supervisors report to management positions, which primarily provide administrative and policy oversight of operations. Performs other related duties as assigned.

Essential Job Functions:

1. Manages shop operations. Establishes goals and objectives for the shop, including scope and nature of services to be provided in-house and those to be contracted out. Develops policies, standards and procedures. Sets deadlines and priorities. Coordinates activities with other Commission units. Obtains permits.
2. Manages exhibit budget. Prepares the annual budget request for the shop and controls expenditures. Confers with supervisor regarding unplanned or unusually high cost expenditures. Confers with requesters regarding how and where requests are to be budgeted, and recommends budgeting solutions as appropriate.
3. Locates and qualifies vendors and contractors and either personally, or through staff, secures vendor/contractor services through competitive bid procedures. Authorizes purchases and acceptance of contracted services and products and approves payments.
4. Supervises staff. Assigns and reviews work. Selects, trains and evaluates staff, and takes appropriate actions to improve performance when necessary. Initiates actions regarding hiring, transfer, promotion, payroll, leave, performance and other personnel actions.

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Essential Job Functions (cont.)

5. Develops staff capabilities. Assesses staff skills and needs and arranges for, or personally provides, training in the methods and techniques of the field; the use of tools, equipment and machines; and new technology such as computer graphics software.
6. Reviews technical literature in the field, confers with others in the field, and attends conferences, to keep abreast of new developments and approaches. Confers with vendors regarding their capabilities and services. Evaluates resources to increase productivity and quality.
7. Personally performs skilled artistic production work in preparing exhibits and other artistic products, taking the lead on larger projects and those involving extensive coordination of other units or staffs in their production. Develops appropriate concepts and designs to meet the intended purpose of the work and proceeds to produce required products. Applies knowledge of subject matter (e.g., biological sciences) involved in an exhibit presentation to present the characteristics of the subject to be depicted in the most advantageous manner and to relate it to the exhibit being designed.
8. Uses graphics tools, and designs logos, symbols, and other art work for use in Commission flyers, signs, publications, exhibits, uniforms, facilities, vehicles, and other items. Renders illustrations.
9. 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.
10. Keeps shop records. Maintains records of expenditures, inventory of supplies and equipment, time cards and projects. Maintains electronic files for record keeping and time/labor calculations, and time clock operation. Prepares periodic and special reports as requested.

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Important Worker Characteristics:

Knowledge of: (1) effective methods and techniques of managing an artistic production shop; (2) effective methods and techniques of supervision as applied to the supervision and development of artistic staff engaged in producing exhibits and related products; (3) graphics design, especially three dimensional creations; (4) photography; (5) printing; (6) model-making and taxidermy; (7) carpentry; (8) exhibit shop practices; (9) safety and first aid; (10) biology; (11) 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) tools, instruments and equipment of the graphics arts field; (2) carpentry tools; (3) cameras; (4) graphics camera; and (5) computer graphics software.

Ability to: (1) manage an artistic production shop efficiently; (2) supervise the work of artistic staff engaged in designing and producing exhibits and related products; (3) apply artistic principles to solve practical problems; (4) manage independently projects involving many elements and which are of large size and extensive scope; (5) calculate fractions, decimals, and percentages; (6) prepare administrative reports and correspondence; (7) use proper spelling, punctuation, and grammar; and (8) 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 four years of advanced/management level experience in commercial or graphic arts; or
2. An equivalent combination of education and experience.

Working Conditions

Works in an exhibit shop. Considerable 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. Employees are subject to be on-call for emergencies.