

The Maryland-National Capital Park and Planning Commission

TITLE: Exhibits Specialist GRADE: 18 DATE: 12/8/2020
SERIES: Artistic Display CODE: 1714 EEO: Paraprofessional FLSA: Non-Exempt

Class Definition:

Under general supervision, creates professional artwork for the purpose of informing and educating users of Commission parks and other facilities. Completes 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 overall purpose to be achieved. Incumbent is 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. Incumbent is proficient in the use of the tools, instruments, and equipment of the graphic arts field, and possesses artistic ability to interpret concepts for display purposes. Projects typically involve three-dimensional creations and can usually be completed by using resources within the unit, and may involve some coordination with outside contractors, skilled trades staff, or with other Commission offices. Completed work is evaluated for compliance with established practices and policies and for meeting the objectives of the assignment; work is subject to acceptance by the offices that requested the work. Develops exhibits by understanding what the client wants and then follows procedures and applies standard solutions in conformance with established policies and procedures or with guidance of higher-grade specialist or supervisor. Incumbent uses judgment in applying, adapting, and interpreting a wide range of audiovisual production and multimedia guidelines and accepted techniques for producing a quality product that meets the assignment objectives and supports the customer needs. Guidance exists primarily as examples of previous similar, but not identical, projects completed for the customer. Work is performed independently and ensures completeness and sufficiency of the work. Some work may be confidential or sensitive. Applies knowledge of the principles, techniques and uses of various graphic formats (i.e. print media, still photography, charts, graphs, video) utilized in the design and production of visual information projects and exhibits deliverables, including knowledge of graphics design, photography, printing, carpentry, and exhibit shop practices. Independently performs research and analyses to solve regularly occurring problems in the work. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Assignments are made in terms of requirements and anticipated problems. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted methods and practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines, and brings uncommon problems to the supervisor's attention for guidance or resolution. The work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Designs, plans, lays out, originates visual information displays, drawings, illustrations, graphics, photographs, computer graphic and digital electronic images, charts, maps, signs, badges, paper prints, posters, transparencies and other exhibits. Uses written instructions, rough drafts, or verbal guidance submitted by customer to produce a variety of products for a variety of purposes covering a variety of activities. Receives and reviews requests,

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information and rough drafts to determine the best methods of communicating the required information. Coordinates with customers and other employees on specific requirements and provides guidance on alternative methods or materials, if appropriate, to assist customers in planning and preparing visual information presentations and materials.

- Concepts and Designs. Reviews literature, confers with Commission staff, and conducts site visits to become familiar with the subject matter and purpose of requested work. Develops appropriate concepts and designs to meet the intended purpose of 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 staff, and other staff as necessary.
 - Exhibit Fabrication. Uses a variety of exhibit fabrication techniques such as painting, model making, sculpting, silkscreen printing, photography, drawing, and computer graphics to produce products.
 - Other Artwork. Creates illustrations, design logos, graphics, and other artwork for use in Commission flyers, advertisements, posters, banners, signs, maps, publications, exhibits, uniforms, facilities, vehicles, and other areas.
 - Promotional Artwork. Designs brochures, reports, maps, and other publications; selects and organizes artwork (e.g., covers, colors, paper stock, illustrations and photos) and related aspects of a product; prepares digital files for printing and large format production.
 - Signs and Written Copy. Creates signs, headlines, displays, exhibits, and other written copy in various styles.
2. Operates graphics camera to acquire digital imagery; performs layout and paste-up work. Operates cameras to create photographic surveys of Commission facilities, parks, and to portray county lifestyles; uses photographic techniques for exhibit production and use in programs.
 3. Performs routine maintenance and cleaning of equipment and work areas in the shop; completes minor repairs and renovations. Stores paints, chemicals, hazardous materials, and other materials used in artwork; makes routine safety checks.
 4. Maintains inventory and orders art supplies. Maintains files of correspondence, artwork, and project work papers, and materials inventory.
 5. Drafts specifications for printing and contracting jobs; reviews bids and price quotes. Prepares purchase orders for printing and supplies and inspects deliveries; recommends approval work of printers.

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6. Stays current of industry standards in field of exhibit, graphic design and recent advancements in the field of photography, equipment, experimental materials, techniques, or processes to create photographic products.

Important Worker Characteristics:

- A. Knowledge of (1) the principles, techniques and uses of various graphic formats (i.e. print media, still photography, charts, graphs, video) utilized in the design and production of visual information projects and exhibits deliverables; (2) graphics design, especially three dimensional creations; (3) visual display of quantitative information; (4) photography; (5) printing; (6) model-making or taxidermy*; (7) carpentry; (8) exhibit shop practices; (9) safety and first aid*; (10) biology*; (11) natural and cultural history*; and (12) Commission organization, policies and procedures.*

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) visualize multi-media designs that include objects, materials, ideas and information sufficient to create the effect specified by the customer; (2) depict a variety of subjects related to training or for support of organizational activities and staff functions; (3) complete projects; (4) coordinate with staff in the production of large projects; (5) calculate fractions, decimals, and percentages; (6) organize work efficiently; (7) create design packages including conceptual, schematic, construction drawings and illustrations.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying artistic principles to problem solve.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to achieve desired results including agreement or compliance. Examples include reading and writing routine reports and correspondence; using proper spelling, punctuation, and grammar; and proofreading typed materials.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using (1) tools, instruments and equipment of the graphics arts field; (2) carpentry tools; (3) cameras; (4) computer, modern office software (such as MS Office) and graphics software and hardware. Examples include creating illustrations that require use of contrast, appropriate line weight to scale, depictions of textures and sharpness of delineation.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in Commercial Arts, Graphic Arts, Studio Arts, or any related field.
2. An equivalent combination of education and experience may be substituted, which together total four (4) years.
3. Pass Commission medical examination.

Working Conditions:

Works in an exhibit shop with exposure to various chemicals. The work requires some physical exertion, such as long periods of standing or recurring lifting of moderately heavy items. Incumbents in this class must frequently: remain in a stationary position, and position self to complete work, climb ladders, stairs or scaffolding, stooping to photograph or work on designs at certain angles, use fingers and hands to manipulate tools and equipment; communicate and exchange information with internal staff and the public, be able to see objects from near or far, distinguish between colors and lift and carry equipment weighting up to 49 pounds. Work involves personal production or installation of exhibits, illustration work on-site, or on-site inspection or supervision of one or more phases of the production of a visual product. May be subject to various job demands such as high volume of work and tight deadlines.

The work involves moderate risks or discomforts such as working with power tools or irritant or hazardous substances and may require special safety precautions and the use of protective masks, gowns, goggles, gloves, or boots.