

## The Maryland-National Capital Park and Planning Commission

TITLE: Exhibits Supervisor

GRADE: 28

DATE: 12/8/2020

SERIES: Artistic Display

CODE: 1716

EEO: Professional

FLSA: Exempt

### Class Definition:

Under direction, manages the program operations and services of an Exhibit Shop. Plans, organizes, and directs the production of artistic products designed to inform and educate users of Commission parks and other facilities. Provides technical and artistic leadership to staff regarding the development and use of concepts, designs, and methods of producing artistic products, and trains staff in the use of new equipment and technology in the shop. Ensures that the organization's strategic plan, mission, vision and values are conveyed to the team and integrated into the team's goals, objectives, work plans, products and services. Identifies, distributes and balances workload and tasks among employees in accordance with established work flow, skill level and specialization; adjusts workload in accordance with established priorities to ensure accomplishment of assigned team tasks and ensures that each employee has an integral role in developing the final team product. Receives assignments and determines if work is to be performed in house or contracted out; establishes procedures and standards for the shop. Develops and manages budgets; and directs the work of technicians, professionals and trades personnel engaged in producing artistic products for use by the Commission. Work involves a variety of complex visual arts projects, each with its own sequence of different technical processes. Ensures themes or subjects, as well as general formats (e.g. medium, color scheme, overall dimensions) are used or are already established or specified. Develops program or project objectives, enforces deadlines, directs available resources; resolves policy issues. Obtains approved expenditure of funds and resources for assigned areas of responsibility. Analyzes, plans, resolves, and executes the details of collecting information and developing the products required for each assignment or project. Incumbent plans, coordinates, and executes assignments, often serving as a project leader; resolves related problems. Supervisors report to management positions, which primarily provide administrative and policy oversight of operations. Some work may be highly confidential or highly sensitive. The work (as supervisor) results in provision of important administrative support services for the unit of assignment. Applies expert knowledge of, and skill in, 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, two and three dimensional visual design programs and design tools, photography, printing, illustrations and graphic presentations, topography, carpentry, exhibit shop practices, project management to ensure work products are effective. Performs various types of data, operational and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other related duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The emphasis is on technical proficiency in the development of visual products. The incumbent independently plans and manages all unit work within this framework and is held accountable for provision of effective planning products and services including soundness of management advice and achievement of unit goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be effective and is evaluated in terms of achievements, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

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### Examples of Important Duties (Estimated Percentages):

#### 1. Unit Management/Staff Supervision ( $\pm 70\%$ )

- Manages the assigned work program and unit. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.

#### 2. Quality Assurance/Quality Control Related ( $\pm 15\%$ )

- Provides technical and artistic leadership to the exhibits staff regarding the development and use of concepts, designs and methods of producing artistic products, and trains staff in the use of new equipment and technology in the shop.
- Manages exhibit shop budget; prepares annual budget request for the shop and control expenditures. Confers with supervisor regarding unplanned or unusually high cost expenditures; consults with requesters regarding how and where requests are to be budgeted, and recommends budgeting solutions as appropriate.
- Locates and qualifies vendors and contractors, secures contracted services through appropriate purchasing procedures; authorizes purchases, accepts contracted services and products and approves payments.
- Reviews technical literature in the field, confers with others in field, and attends conferences to keep informed of new developments and approaches. Confers with vendors regarding their capabilities and services; evaluates resources to increase productivity and quality.
- Reviews literature; consults with requesters and conducts site visits to become familiar with the subject matter and purpose of requested work. Performs skilled artistic production work in preparing exhibits and other artistic products; leads larger projects and those involving extensive coordination of other units or staffs in their production. Ensures appropriate concepts and designs are developed to meet the intended purpose of the work and proceeds to produce required products; applies knowledge of subject matter

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(e.g., biological sciences) involved in an exhibit presentation and design. Uses graphics tools to design logos, symbols, and other artwork for use in Commission flyers, signs, publications, exhibits, uniforms, facilities, vehicles, and other items. Renders illustrations; 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.

- Oversees exhibit design projects of varying scope and complexity including budgets, schedules, productions, installations, evaluations and maintenance. Provides consultation guidance for projects; ensures that project management tools are utilized to monitor, track and communicate progress of projects. Reviews reports to requesters and other stakeholders regularly on progress of projects. Ensures outside contractors, skilled trades staff or other staff perform specific design, production or installation functions.
- Uses computer graphic programs to generate original digital media, exhibits, signs and graphics (e.g., Adobe, Illustrator, Photoshop, AutoCAD).
- Oversees, designs signage for department; reviews and advises staff on standards, materials and costs. Manages contracted sign projects; creates and maintains sign digital gallery and inventory and creates emergency signs in-house as needed.

### 3. Other (±15%)

- Assesses staff skills and needs and arranges for, or provides, training in methods and techniques of the field, the use of tools, equipment and machines and new technology such as computer graphics software.
- Maintains records of expenditures, inventory of supplies and equipment, timecards, and projects; maintains electronic files for record keeping and time/labor calculations, and timekeeping. Prepares periodic and special reports as requested; files, stores and shares files and manages digital files for printing and large format production.
- Maintains shop safety standards by ensuring that staff safely uses hand and power equipment with protective safeguards, wears appropriate safety equipment including shoes, respirators, hardhats, and safety glasses. Ensures the shop area is clean and workstations are maintained, equipment is operated in a safe manner, maintained appropriately and safety laws and policies are followed.
- Prepares budget and coordinates Capital Improvement Projects (CIP) with other trades, divisions and departments. Writes specifications, monitors and reports on project progress; controls expenditures; and manages purchases and contracts.

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- Attends training and conferences, networks with other professionals and organizations in the field to update skills and knowledge; stays current of industry standards in field of exhibit shop products, graphic design and recent advancements in the field of photography, equipment, experimental materials, techniques, or processes to create photographic products.
- Advises management on appropriate visual means of conveying information to internal and external stakeholders through various print/graphic information mediums.

### Important Worker Characteristics:

A. Expert knowledge of, and skill in, (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, two and three dimensional visual design programs and design tools; (2) photography; (3) printing, illustrations and graphic presentations; (4) topography; (5) carpentry; (6) exhibit shop practices; (7) project management; (8) familiarity with basic building trades and applications\*; (9) ADA requirements relating to exhibits and signage\*; (10) purchasing and budgeting processes of the Commission\*; and (11) Commission organization, policies and procedures\*.

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

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Extensive skill and ability to (1) independently manage projects involving many elements and which are of large size or extensive scope; (2); manage an artistic production shop; (3) calculate fractions, decimals, and percentages; (4) organize work efficiently; and (5) create design packages including conceptual, schematic, construction drawings and illustrations; and (6) safety and first aid.
- D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples includes applying artistic principles to problem solve; analyzing programs and developing recommendations to achieve the visual exhibit objectives for the subject program.

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- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments and to express such information so that others will understand and, in some situations, agree, comply or take other actions times. This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include reading and writing routine reports and correspondence; using proper spelling, punctuation, and grammar; and proofreading typed materials.
- F. 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 or a leader of a team.
- G. Expert skill in using (1) tools, instruments and equipment of the graphics arts and the exhibit fabrication field; (2) carpentry tools; (3) cameras; (4) computer, modern office software (such as MS Office) and computer 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.

### Minimum Qualifications (MQs):

1. Bachelor's Degree in Commercial Arts, Graphic Arts, Studio Arts, or any related field.
2. Four (4) years of advanced management level experience in commercial or graphic arts, that include a minimum of one (1) year experience leading and directing graphic design staff.
3. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
4. Pass Commission medical examination.

### Working Conditions:

Works in an exhibit shop with exposure to various chemicals. 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.