

City of Mission Job Description

Job Title: **Exhibits Coordinator**



Classification: **Non-Exempt**

Department: Museum

Division:

Supervisor: Museum Director

Effective: 01/25/2016

I. JOB SUMMARY

The primary responsibilities for this position will be the research, coordination, installation and maintenance of the Museum's exhibits, including revision and improvement of existing exhibits. Works with curator to define and execute an exhibit master plan and schedule for long-term exhibit rotation and upkeep. This position also requires basic artifact handling skills, excellent written communication skills, digital design and photography skills, and the ability to use a digital/computer based inventory system which is compatible with industry standards; will report and make recommendations to the Museum Director which may enhance the productivity of the Museum. The job has no supervisory responsibilities. The individual will have daily contact with the public. Individual will perform other job duties assigned by supervisor/Museum Director when needed.

II. EDUCATION REQUIREMENTS

- High School diploma or G.E.D required.
- Must be knowledgeable in Adobe design software: Photoshop and Illustrator.
- Must be knowledgeable in Microsoft Word, Excel, Publisher, and E-Mail.
- Must be able to type 45 wpm.
- Must have experience in preparation and installation of exhibits.
- Must have formal training in the handling and preservation of artifacts and best museum practices.
- Must have excellent communication skills, both verbal and written; knowledge of oral and written Spanish preferred.
- Must have broad knowledge in museum studies.
- Must have a well-groomed professional appearance, honesty and integrity essential.
- Two (2) years' experience in Museum procedures.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Must have a neat and professional appearance.
- Must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.



IV. SKILL ABILITY REQUIREMENTS

- Ability to have problem solving skills and to handle multiple tasks simultaneously.
- Ability to lift and/or move collection objects of varying sizes and weights, climb rolling-stair unit or ladder, and to operate rolling shelf carriages.
- Ability to establish and maintain effective working relationships and to work well with others in team situations; adaptable to change and able to work under stress.
- Strong organization and project management skills; and high degree of self-motivation.
- Ability to deal with public relation issues and citizen inquiries tactfully, courteously and in a business matter.
- Ability to do research through multiple sources including the internet.
- Ability to perform tasks with minimal supervision.
- Ability to maintain effective working relationships with office staff, auxiliary, departments, elected officials, and the public.
- Neat and professional in appearance.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to operate PC and general office equipment.
- Ability to maintain accurate records and documents.
- Ability to use a ten key calculator and have good filing skills.
- Ability to work within a budget for equipment and supplies.
- Ability to perform all job functions with special attention to good public relations, safety, and proper office procedures to be in compliance with department and city policy.
- Ability to interact with people ranging from civic leaders to employees, vendors, and the general public.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a professional matter.

V. ESSENTIAL JOB FUNCTIONS

- Meet with employees to answer questions concerning policy, personnel, and benefits.
- Requires that all communications and concerns must be conducted through the Museum Director in order to assure a clear understanding of contractual duties.
- Submit a **written overview** of tasks completed and assignments undertaken monthly.
- Provides the Museum Director an overall inventory of objects in exhibits including artifacts, archival materials, and supplemental materials.

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- Must create and maintain condition reports of objects on display and recommend on ways to minimize damage.
- Monitors exhibit areas for collection security and environmental issues, reports and initiates correction procedures in consultation with Curator.
- Assists with general collection work as needed.
- Studies the collection to become familiar with historical connections between the artifacts and the eras in regional history that they represent.
- Together with the Curator, handles arrangements for packing and shipping of collections for incoming and outgoing loans; packs and unpacks as necessary.
- Conducts systematic inspection of Museum's exhibits and records observations (including photographs).
- Plans for growth of the collection and integration of expanded collection storage and management with overall museum growth.
- Availability for weekend duty, and willingness to work additional hours if needed, including fundraisers, lectures, evening and special events.
- Trains and supervises qualified volunteers, along with temporary and contract staff, in area of exhibit maintenance.
- Routinely monitors and maintains appropriate documentation of the Exhibits to assure proper environmental standards are met.
- Participate, as requested, in special programs or events that help promote a better understanding of the Museum in the community.
- Work with the Curator/Archivist to develop content of exhibitions for the Museum.
- Assist in seeking funding sources for Exhibit needs and related equipment, supplies, fixtures, etc.
- Assist with writing grants relating to the Collection.
- Plans for growth of the collection and integration of expanded collection use and management with overall museum growth.
- Must have appreciation for the Museum's mission and the bi-national culture.
- Must have sound knowledge of current accepted practices in museum registration methods, cataloguing, preservation, display and storage; familiarity with legal and insurance issues, and with procedures governing rights and reproductions.
- Receive visitors, answer questions as appropriate, and direct to appropriate destination.
- Data entry into computer as directed.
- Adhere to all City policies.
- Perform other duties as assigned by Supervisor.

VI. NON-ESSENTIAL JOB FUNCTIONS

- None

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VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- 10 key calculator, fax machine, printer
- Personal computer, copy machine, paper cutter
- Typewriter, telephone
- Printer, City Vehicle, keyboard
- CD's, computer software, postage meter
- Binding machine, pens, pencils, highlighters
- Manual hole puncher
- Electric hole puncher, letter stand
- Personnel Policy Manual

VIII. WORK ENVIRONMENT

Exposures to the following environmental conditions are required for this job.

Wet humid conditions (none-weather)	X			
Working near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or caustic chemicals	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (none-weather)	X			
Extreme heat (none-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise		X		

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.
	6 - 10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26 - 50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6 - 10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26 - 50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51 - 75 lbs	N	
	76 - 100 lbs	N	
	Over 100 lbs	N	

N - Never O - Occasional 1-33% F - Frequently 34-66% C - Constant 67 - 100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (w hole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,

N - Never O - Occasional 1-33% F-Frequently 34-66% C - Constant 67 - 100%

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I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date