

STATE OF NEBRASKA CLASS SPECIFICATION
EXHIBITION SERVICES COORDINATOR

EST: 01/96 - REV: 06/10
CLASS CODE: V39810

DESCRIPTION: Under limited supervision, manages the planning, coordination and development of exhibition activities for the State Historical Society; directs fabrication and installation of exhibits and oversees the maintenance of exhibitions; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all duties that may be assigned).

Manages all aspects of exhibit creation, including script development, design, fabrication and installation for all State Historical Society permanent and temporary exhibitions including traveling exhibitions developed and curated by the State Historical Society.

Plans, organizes, assigns and directs the work activities of staff assigned to ensure the consistent application of technical policies, procedures and guidelines for exhibitions and displays.

Works with Nebraska State Historical Society curators and researchers to select and/or acquire appropriate artifacts/objects/documents for use in an exhibition.

Identifies, arranges for and manages exhibitions the Nebraska State Historical Society takes on loan from other organizations.

Develops exhibitions and other displays based on evaluation of available artifacts/objects, public interest, budgets and research information in conjunction with appropriate Nebraska State Historical Society staff.

In conjunction with exhibit curator(s), develops appropriate scripting to coincide with exhibitions and ensures scripts are accurate and engaging to enhance the story told by the exhibit or other display.

Supervises ongoing maintenance of all State Historical Society permanent and temporary exhibitions in all facilities operated by the Nebraska State Historical Society and other Nebraska locations where historic exhibitions may be located.

Identifies, recruits, oversees and monitors design and fabrication activities performed by contracted services.

Directs production of signage, graphics, flyers and posters for all State Historical Society programs and divisions as carried out by exhibits staff and/or outside vendors; designs graphics for such materials when necessary.

Establishes evaluation mechanisms for exhibitions to gather and analyze data; evaluates effectiveness of exhibitions and other displays and makes recommendations for changes or improvements.

Maintains inventory and restocks exhibit unit supplies and equipment; orders supplies and equipment as necessary.

Participates as a member of museum division management team in the planning and implementation of museum programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and techniques of supervision; procedures, practices, materials and equipment used in designing, preparing and installing museum exhibits; materials, techniques and equipment used in basic carpentry construction; design techniques; history, art, anthropology or American studies; research resources and techniques needed to plan and develop interpretive exhibitions; collection handling procedures; budget and project cost monitoring; inventorying and record keeping.

Ability to: manage human resources; organize and direct the work of others; plan, design and construct museum exhibits; design and layout graphics for posters, labels, invitations, interpretive brochures, etc.; listen to and understand information and ideas presented; communicate information and ideas so others will understand; conduct research; organize exhibits; conceptualize how an exhibition will look upon completion.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in history, art, architecture, graphic design, interior design, anthropology or museum studies, plus three years experience in exhibition development, design and coordination.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).