

EAST BAY REGIONAL PARK DISTRICT

EXHIBIT SUPERVISOR

GENERAL FUNCTION:

Under direction, to supervise and coordinate the planning, design, fabrication, installation and maintenance of visitor center exhibits, interpretive panels, and publications relating to District parks and used in interpreting historical and natural features of the East Bay Regional Park District.

ESSENTIAL FUNCTIONS:

Coordinates with other District Departments, and participates in all stages of the planning, design, text editing, fabrication, installation, and maintenance of exhibits, interpretive panels and publications; develops and administers work schedules and standards, staff training, performance evaluations, and safety meetings; makes design decisions in concert with Chief, Interpretive and Recreation Services; monitors the budget for Exhibit Design projects and capital projects involving visitor center remodels; writes, negotiates and monitors contracts with outside vendors; researches, selects, purchases, installs and maintains equipment, tools and materials for visitor centers, exhibits, interpretive panels, and publications; purchases, installs, trouble shoots, maintains and instructs staff on computer systems and appropriate software; takes photographs for Exhibit Design use and for use by other District departments; operates a wide variety of wood working hand and power tools; maintains records and writes reports and other correspondence; oversees building security of the Exhibit Design/Crab Cove building.

OTHER FUNCTIONS AND DUTIES:

Stays abreast of technology and new developments in the exhibit field; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in Graphic Design or Art from an accredited college or university with coursework in Natural Science or Natural Resource Interpretation.

Experience: Four years of experience in the planning, design, fabrication and installation of natural science museum, aquarium or park visitor exhibits, including at least one year of supervisory experience in this field.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, methods, materials, tools and equipment used in the design, fabrication, installation and maintenance of visitor center exhibits, publications and interpretive panels. Knowledge and skill in the principles and practices of effective supervision. Skill in the appropriate computer systems and software. Skill in the use of a wide variety of hand and power tools. Good organization and leadership skills. Ability to lift and move heavy objects. Ability to work on many projects simultaneously. Ability to communicate effectively, both orally and in writing.

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Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. Persons in this classification must be able to use a respirator in the performance of their work. In accordance with CAL OSHA respirator regulations, Title 8, 5144 (c) (g) (l) (A) (l.), incumbent shall not wear beards or long sideburns that impede the effectiveness of the respirator.

REPORTS TO: Chief, Interpretive & Recreation Services

SUPERVISES: Exhibit Technicians

Employment Category: AFSCME Local 2428, Monthly Salary Range Effective 3/22/03: \$4,562.13 - \$5,004.13
Replaces "Chief Preparator", Approved by Board of Directors: August, 1970
Revision Adopted by General Manager: December 18, 2003
Revision Approved by General Manager: October 21, 2009