

## **EAST BAY REGIONAL PARK DISTRICT**

### **EXHIBIT TECHNICIAN**

#### **GENERAL FUNCTION:**

Under supervision, performs skilled work using a variety of media and techniques in the 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:**

Develops concepts and recommends the design and content of visitor center exhibits, interpretive panels and publications. Prepares detailed structural and mechanical designs, drawings, layout designs, cost estimates, material lists, construction and installation details. Takes photographs, researches and collects artifacts and photos for display purposes. Constructs, spray paints, installs and maintains models, exhibits, and interpretive panels. Produces artwork and graphic designs, detailed illustrations, digital paintings and drawings for exhibits and publications using computer software and traditional media. Proofs all projects for text errors and correct color. Purchases materials and builds exhibit cabinetry, including mechanical components. Operates power and hand woodworking tools. May act as a liaison with one or more exhibit design and construction contractors to convey work plans and to coordinate and review work in progress. May coordinate the work of District employees assigned to aspects of exhibit construction and installation.

#### **OTHER FUNCTIONS AND DUTIES:**

Maintains records. Keeps shop neat, clean, organized and well supplied. Maintains tools and equipment. Stays abreast of technology and new developments in the exhibit field. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Education: Bachelor's Degree from an accredited college or university with major work in fine art, commercial art, graphic or industrial design. (Additional qualifying experience may be substituted for the required education on a year-for-year basis); and
- Experience: Two years experience in the planning, design, fabrication and installation of natural science, museum or historical exhibits.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

#### **KNOWLEDGE, SKILLS & 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. Skill in the appropriate computer systems and software. Skill in the use of a wide variety of hand and power tools. Ability to lift and move objects. Ability to work on many projects simultaneously. 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.

EAST BAY REGIONAL PARK DISTRICT  
EXHIBIT TECHNICIAN JOB DESCRIPTION  
PAGE 2

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: Exhibit Supervisor

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/22/03: \$4,213.73 - \$4,605.47  
Replaces "Preparator", Adopted By Board: 5/15/76  
Revision Adopted by General Manager: December 18, 2003  
Revision Approved by General Manager: October 21, 2009