

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 3813100**

**Senior Museum Exhibit Planner, Grade 18 3813100**  
**Associate Museum Exhibit Planner, Grade 21 3813200**

Brief Description of Class Series

Museum Exhibit Planners schedule, develop, and organize exhibits for the New York State Museum. These positions are only found in the State Education Department.

Distinguishing Characteristics

Levels in this series are distinguished from each other primarily by the complexity of the work assigned and the independence with which duties are performed. All positions are in the non-competitive jurisdictional class.

*Senior Museum Exhibit Planner:* performs the full range of duties for temporary and minor permanent exhibits under the supervision of an Associate Museum Exhibit Planner or other higher-level staff.

*Associate Museum Exhibit Planner:* advanced performance or first supervisory level; assignments typically involve more complex exhibit development responsibilities. An incumbent may lead or serve on a multi-faceted exhibit development team and independently performs the full range of professional duties.

Related Classes

Museum Exhibit Specialists perform skilled work, requiring specialized training and experience related to the building and installation of exhibits at the State Museum. Incumbents provide services in areas such as audiovisual operations, exhibit fabrication, graphic design and imaging.

Museum Exhibit Designers develop overall museum exhibit designs and prepare structural and detail drawings for exhibits and their components, which specify materials, construction methods and cost estimates. They also prepare exhibit models of overall designs.

## Illustrative Duties

### *Senior Museum Exhibit Planner*

Assists Museum staff and external experts to organize temporary and minor permanent exhibits, providing scheduling, coordination and correspondence for the State Museum.

Participates in the selection of specimens, objects, and graphic materials for use in exhibits.

Conducts research required to provide the basis for exhibits.

Prepares outlines and summaries of plans for exhibit units, develops themes, messages, and approaches for exhibits; writes exhibit scripts and texts for related materials such as signs and publicity materials.

- Works with Content Specialist to ensure that script stays relevant to exhibition goal;
- Ensures that the script is delivered in a timely fashion and includes corresponding images with easily identifiable filenames or numbers; and,
- Consults with design staff during the formulation of designs for exhibits being prepared from scripts and agreed upon information; works with Designers to organize design reviews.

Coordinates activities related to borrowed exhibits, including scheduling, delivery of materials, installation and de-installation.

Works with a variety of exhibition content teams to create a visitor-friendly experience and exhibition; to identify and resolve challenges posed by the project; ensures content is concise and easily understandable to visitors.

Prepares copy for non-technical publications such as illustrated guides or descriptive pamphlets relating to exhibits and provides copy for audio-visual exhibit presentation.

### *Associate Museum Exhibit Planner*

Responsible for overall management and coordination of permanent and special exhibits, schedule, and budget.

Works with Museum staff and external experts to organize exhibits, providing scheduling, coordination and correspondence for the State Museum.

Plans and develops overall themes, messages, and interpretation of objects for exhibitions; assists with the organization of exhibit teams and provides administrative support with exhibit coordination.

Writes and edits text that accompanies exhibits, and writes text for Museum promotional publications, brochures, flyers, newsletters, and other exhibit related literature, including supporting materials (teacher's guides, student activity sheets, visual aids, etc.).

Provides content for all public relations and education needs; communicates with other Museum staff to coordinate signage installation (lobby, tower, concourse) and website placement.

### Minimum Qualifications

#### *Senior Museum Exhibit Planner*

Non-Competitive: a bachelor's degree in natural science (zoology, biology, geology), archaeology or anthropology, history, English, art or art history or museum studies and two years of professional experience at a museum or cultural institution displaying exhibits, such as an art gallery, zoo, botanical garden, educational center or historical society. A master's degree in natural science (zoology, biology, geology), archaeology or anthropology, history, English, art, art history or museum studies may be substituted for one year of the required experience.

#### *Associate Museum Exhibit Planner*

Non-Competitive: a bachelor's degree in natural science (zoology, biology, geology), archaeology or anthropology, history, English, art or art history or museum studies and three years of professional experience at a museum or cultural institution displaying exhibits, such as an art gallery, zoo, botanical garden, educational center or historical society. A master's degree in natural science (zoology, biology, geology), archaeology or anthropology, history, English, art, art history or in museum studies may be substituted for one year of the required experience.

**Note:** Classification Standards illustrate the nature, extent and scope of the duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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