

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

Classification Standard

**Occ. Code 3814100**

<b>Museum Exhibit Specialist 1, Grade 15</b>	<b>3814100</b>
<b>Museum Exhibit Specialist 1 (Audiovisual), Grade 15</b>	<b>3814110</b>
<b>Museum Exhibit Specialist 1 (Preparation/Fabrication), Grade 15</b>	<b>3814140</b>
<b>Museum Exhibit Specialist 1 (Imaging), Grade 15</b>	<b>3814130</b>
<b>Museum Exhibit Specialist 1 (Graphic Design), Grade 15</b>	<b>3814120</b>
<b>Museum Exhibit Specialist 2, Grade 17</b>	<b>3814200</b>

Brief Description of Class Series

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. These positions are found mainly in the State Education Department, but also in the Office of Parks, Recreation, and Historic Preservation.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

*Museum Exhibit Specialist 1:* entry level; performs a broad range of skilled tasks related to the building installation and maintenance of exhibits.

*Museum Exhibit Specialist 1 (Audiovisual):* entry level; provides audiovisual, electrical, lighting, security and computer media support for museum exhibitions.

*Museum Exhibit Specialist 1 (Preparation/Fabrication):* entry level; provides exhibit construction and installation, object mounting and art handling, and assists with the transport of exhibits and their components.

*Museum Exhibit Specialist 1 (Imaging):* entry level; provides photographic and imaging services for Museum programs and exhibits.

*Museum Exhibit Specialist 1 (Graphic Design)*: entry level; designs interpretive graphics, gallery text panels, exhibit brochures and promotional materials for museum exhibits.

*Museum Exhibit Specialist 2*: working supervisor; supervises a staff of two to five Museum Exhibit Specialists; is in charge of specific exhibits.

### Related Classes

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.

Museum Exhibit Planners schedule, develop, coordinate and organize exhibits for the New York State Museum.

### Illustrative Duties

#### *Museum Exhibit Specialist 1*

In the State Education Department

- Performs art handling, specimen and artifact handling of State Museum collections and loan collections for gallery exhibitions from external museums.
- Performs regular maintenance and preventative maintenance on audio-visual equipment used in exhibitions and computer exhibit elements.
- Occasionally operates audio-visual equipment including audio and lighting systems to support Museum programs.
- Prepares object mounts, prepare specimens, art and artifacts for exhibition.
- Mats and frames works on paper, photographs and specimens; prepares and installs large-scale exhibit graphics for gallery exhibits and programs.
- Builds and installs exhibit architecture and elements, such as cases and bases; mounts, including Plexiglas vitrines, and architectural elements, including walls free standing wall architecture.
- Produces specialized exhibit elements as designed, and paints and/or finishes galleries, furniture, exhibit components and/or spaces as required.

- Works with Museum Exhibit designers and exhibit support staff to handle and install changing exhibitions and maintain existing collections-based exhibitions by repairing worn or broken exhibit components.
- Assists in transport, uncrating and handling works of art and transports art using established and approved fine art and artifact handling techniques; fabricate and pack shipping containers to house traveling exhibits of Museum collections.

In the Office of Parks, Recreation, and Historic Preservation, may perform any of the following:

- Restores furniture or other historic articles for display in exhibits at the State's historic sites.
- Designs exhibits, fabricates parts needed for exhibits, and installs and maintains exhibits.

*Museum Exhibit Specialist 1 (Audiovisual)*

- Fabricates and installs specialized digital, audiovisual and security devices, including lighting apparatus.
- Maintains and refurbishes specifically identified exhibit areas and elements pertaining to audiovisual, security and computer interactive exhibits.
- Performs regular maintenance and preventative maintenance on equipment, including projectors, audio-amplifiers, audio and video players, video displays cameras, computer exhibit elements and security devices.
- Adjusts and cleans lighting devices as required.

*Museum Exhibit Specialist 1 (Preparation/Fabrication)*

- Builds and installs exhibit architecture and elements, such as cases and bases; mounts, including plexiglas display holders; and architectural elements, including walls, free standing buffers and drop ceilings.
- Produces specialized exhibit elements as designed.
- Paints and/or finishes galleries, furniture, exhibit components and spaces as required.

- Provides art and artifact handling for internal and external museum objects.
- Prepares objects, specimens, art and artifacts for exhibition.
- Mats and frames works on paper, photographs and specimens.
- Installs exhibit graphics for exhibitions and programs, such as vinyl cuttings, printed graphics and other signs.
- Installs changing exhibitions, and maintains existing exhibits in the Museum galleries by rebuilding, repairing or rematting worn or broken exhibit components.
- Transports works of art within the museum, observing security precautions and using approved fine art and artifact handling techniques.
- Assists in the transport and uncrating of works of art received for temporary exhibition.
- Prepares exhibits or exhibit components for installation or travel.
- Fabricates and packs shipping containers to house traveling exhibits, artifacts and specimens.
- Assists in moving crates and cases to and from secure storage within the museum as well as on and off trucks.

#### *Museum Exhibit Specialist 1 (Imaging)*

- Works with exhibit designers, graphic designers, curators, and members of exhibit project teams from all areas of the Museum to produce images for interpretive graphics, large photographic banners and designs, gallery text panels, exhibit brochures, and educational and promotional materials.
- Produces and provides photography and scanning/imaging services including digital image editing and photo retouching for exhibits, publications, and other Museum program departments.
- Masters and uses digital printers to produce graphics, including exhibit panels, labels, wall text and photographic images.
- Laminates digital prints on exhibit panels and prepares images for installation by trimming, mounting, and delivering to production.

- Maintains and operates scanners, computers, printers, laminate press and peripheral hardware for digital imaging and output.

#### *Museum Exhibit Specialist 1 (Graphic Design)*

- Designs exhibit graphics for exhibitions and programs.
- Produces designs for interpretive graphics, graphical special visual elements, gallery text panels, exhibit brochures, educational and promotional materials.
- Ensures that all designs are made ready for digital output and press ready for processing by the Museum Exhibit Specialist 1 (Imaging).
- Produces designs for reports, promotional material, banners, signs, publications, and other design elements.
- Uses vinyl cutting equipment and digital printers to design and produce graphics.
- Designs identification labels for exhibit material.

#### *Museum Exhibit Specialist 2*

- Schedules and maintains workflow on multiple projects.
- Oversees designs and production of graphic designs to maintain quality standards for all projects within the NYS Museum.
- Works collaboratively with other Department staff to design interpretive graphics, special visual elements, gallery text panels, identification labels, signage, brochures, and educational and promotional materials.
- Ensures all designs are made ready for digital output and press-ready for processing by the graphic production staff.
- Prepares and monitors budget for Museum Exhibition Graphic Design Unit, and orders supplies and equipment to maintain necessary inventory levels.
- Supervises staff; provides training and supervision to staff, volunteers and consultants; evaluates performance of staff, and quality and quantity of work produced.

## Minimum Qualifications

*Museum Exhibit Specialist 1:* five years of experience concentrated in one or more of the following production skill areas: carpentry, diorama accessories, model making, photography, audiovisual services, exhibit fabrication, art handling, object preparation, digital imaging and scanning, or graphic design.

*Museum Exhibit Specialist 1 (Audiovisual):* five years of experience in audiovisual services

*Museum Exhibit Specialist 1 (Preparation/Fabrication):* five years of production experience in exhibit fabrication, art handling and object preparation.

*Museum Exhibit Specialist 1 (Imaging):* five years of production experience in photography, digital imaging and scanning, or graphic output for exhibitions, public programs, educational programs and/or publications.

*Museum Exhibit Specialist 1 (Graphic Design):* five years of production experience in graphic design services for digital output and publications.

*Museum Exhibit Specialist 2:* six years of experience concentrated in the production skill areas of audiovisual, preparation, fabrication, imaging or graphic design services.

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

Date: 4/2022

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