
Title of Position *	Exhibits Designer – Museum
Institution *	Farmington Museum
Position Location: City & State *	Farmington, New Mexico
Position Closing Date	

About the Institution	Farmington Museum & Visitors Center Experience a wide variety of exhibits relating to the diverse history of the area's cultures, traveling exhibits, and art shows. Lecture series, performances, workshops, and special demonstrations are offered year-round. The Museum store, "Currents," features exhibit-related merchandise, books on local and regional interests, toys, and educational materials.
Institution Website Address	http://www.fmtn.org/248/Farmington-Museum-at-Gateway-Park

Summary of Responsibilities

ESSENTIAL DUTIES:

- Works under the administrative guidance and direction of the Museum Director.
- Responsible for the conceptual design, construction, installation and maintenance of all permanent, temporary and traveling exhibits for the museum system.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Works as member of the exhibit development team in the long range planning of exhibits, content and concepts for museum system.
- Oversees daily maintenance and operation of exhibits.
- Fabricates exhibit components or oversees fabrication work with outside designers and fabricators as assigned to insure a quality product; coordinates with other city departments including parks and recreation and building maintenance for fabrication work.
- Coordinates and schedules project tasks that must be performed by other divisions within the city and subcontractors outside the city.
- Assists with and designs all visual aspects in museum system including but not limited to: exhibits, river interpretive signage, directional/informational signage, store merchandise, displays, marketing/ advertising displays, visitor information booth, etc.
- Maintains a complete inventory of all department tools, exhibits and equipment; oversees exhibit shops and maintains exhibit furniture and cases.
- Purchases and maintains exhibit supplies and materials.

Assists with the repair of office equipment, furnishings, fabrication, materials and general maintenance of museum facilities.

Assists in all areas of museum operations at any of the museum facilities. Participates in special events and openings, programs and receptions, etc.

Assists with the development of grant proposals and other revenue generating projects.

Communicates with purchasing staff in obtaining quotes and/or bids for materials and services needed to complete assigned projects.

Ensures that projects remain within allotted time frames and projected budget schedules and reports any deviation of this schedule.

Works as an administrative staff member to assist with various museum/city wide special events such as Riverfest, Freedom Days, Totah Festival, etc.

Required to perform shift work in a rotation of days and evenings, including weekends and holidays.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Required Qualifications

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Requires a Bachelor's degree in design or museum studies or other relevant field of study and a minimum of three years experience working in a museum with a background in designing, fabricating, installing and managing, or an equivalent combination of education and experience.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Ability to organize, direct, and manage activities and projects, work independently and demonstrate good judgement.

Ability to communicate effectively verbally, in writing, and electronically. Ability to understand and carry out written and verbal instructions.

Knowledge of drafting practices, project management skills, and exhibit fabrication standards and resources. Ability to identify and resolve problems. Must possess an understanding of the application of the American= s with Disabilities Act. Ability to transfer ideas into blueprints.

Ability to work with hand and power tools safely.

Knowledge of computer hardware and software in communications, design and fabrication, and exhibit components.

Ability to interact effectively with a variety of personnel at different levels of responsibility.

Ability and initiative to establish and maintain effective working relationships with co-workers, volunteers, supervisors, other City personnel and the public.

Ability to work a varied schedule including weekends, evenings and holidays

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment including trucks, utility truck, saws, compressors, sanders, generators, common hand and power tools, shovels, wrenches, radio, phone, computer, lifts, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to perform shift work in a rotation of days and evenings including weekends and holidays.

While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; employee is occasionally required to smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Compensation

HIRING RANGE: \$18.1529 – \$22.2987/Hour

Apply at this Website:

<https://fmtn.applicantpro.com/jobs/591627.html>

Apply with this email:

Special Instructions to Apply:

Resumes submitted without a City of Farmington application will not be considered in our job selection process.
