



DUTY STATEMENT
Classification: Exhibit Designer/Coordinator
Position: 314-401-2814-001

ORGANIZATIONAL SETTING AND GENERAL STATEMENT:	
<p>The California Science Center Museum is located South of Downtown Los Angeles at Exposition Park.</p> <p>Under the direction of the Deputy Director, Exhibits, the Exhibit Designer Coordinator is responsible for the conceptualization, design, execution, and project management of interpretive exhibits, using all forms of media; participates in planning and budgeting for exhibit development; and coordinates activities both internally and with outside vendors related to all aspects of exhibit development.</p> <p>Other Information:</p> <p>This position requires the candidate to submit to and pass a TB test and Live Scan. Travel, although rare, may be necessary. Must be available to work 40 hours per week.</p>	
TIME PERCENTAGE	JOB FUNCTIONS (Essential) / Marginal (M) Functions)
50% (E)	<p>Effective on the date indicated below, the employee assigned to the position identified above performs the following duties and responsibilities, including but are not limited to:</p> <p>Exhibit and Design and Development</p> <ul style="list-style-type: none"> ● Works closely with curators and exhibit development teams to lead the 3-dimensional design and production of engaging science exhibits including preparation of concept sketches; prototypes for testing; design development and final design drawings; cost estimates; all materials and fabrication specifications; and scopes of work and other documents for bidding and contracting exhibit fabrication/installation. ● Provides art direction to graphics, lighting, AV, and experience designers to facilitate overall integration of exhibit components for a coherent exhibit style. ● Creates presentations of exhibit designs, including visualization studies or renderings of design concepts. ● Works with exhibits department and outside contractors to build exhibit mock-ups and prototypes for testing and evaluation. ● Works closely with Graphic Designer to support 2-dimensional exhibit design and provide guidance and direction to ensure

	<p>consistency with institutional design standards. May be required to design graphics for some projects.</p> <ul style="list-style-type: none"> ● Designs space layouts for traveling exhibitions and temporary exhibits developed in-house, assist with design related special projects, as necessary. ● Reviews exhibit designs for general accessibility considerations and ensures that exhibits are ADA and Title 24 compliant. ● Ensures designs are up to building codes; coordinates with architects as needed and works with exhibit department to submit plans to fire marshal for approval. ● Provides direction for exhibit lighting during installation. ● Oversees audiovisual and electromechanical integration of exhibits during installation. ● Works with wood, metal plastic, paint, cloth, drywall, and other building materials as needed. ● Participates in the review of design drawings submitted by third-party vendors and provides 'red line' comments as required to ensure the accuracy and completeness of vendor submissions.
30 % (E)	<p>Project Management</p> <ul style="list-style-type: none"> ● Provides coordination and interfaces with outside vendors (exhibit designers and fabricators; multimedia developers) from concept through the exhibit development process, including fabrication and installation of exhibits. ● Manages project timelines, contracts, and purchase orders with exhibition vendors and contractors in compliance with safe policies and procedures. ● Determines timetables for project management and execution to produce exhibitions. ● Estimates the cost for materials and fabrication specifications for exhibitions. ● Monitors progress of contractors, keep records and track expenditures of funds on assigned projects as needed.
15 % (M)	<p>Monitor and Maintenance</p> <ul style="list-style-type: none"> ● Coordinates with curators and exhibits department to monitor the performance of existing exhibits. ● Works with curators, the exhibits department, and living collections to implement improvements to existing exhibits as needed. ● Represents exhibit development department at recurring State project meetings.

5% (M)	<ul style="list-style-type: none">• Coordinates with State Admin to procure items and services needed for ongoing maintenance and remediation of exhibits. <p>Other Duties</p> <ul style="list-style-type: none">• Other duties as assigned, training and special projects, as assigned.
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POSITION REQUIREMENTS

Knowledge of: Principles of exhibit design including color, composition, perspective, materials; diverse media and methods used in exhibit design and production including type, audio-visual, and lighting; principles of public interpretation/communication; principles of budget preparation, accounting and estimating. Best practices and safety within shop and exhibit environment.

Ability to: Plan and design exhibits and audio-visual programs. Produce presentation drawings, detailed exhibit designs, and specifications. Speak effectively and organize presentations for public meetings. Develop estimates and designs for the development of exhibits within budget limitations.

Desirable Qualifications

- Experience with science related exhibitions.
- Customer service oriented.
- Highly organized and detail oriented.
- Ability to work within demanding timeframes.
- Excellent written and verbal communication skills.
- Consistent in application of policies and procedures.
- Flexibility to change work hours and travel, as needed.
- Demonstrated ability to keep accurate records, prepare budgets, reports, and track information.
- Experience using standard computer software for 3-dimensional design including AutoCAD, Revit, VectorWorks, SketchUp or comparable programs.
- Experience using standard computer programs for presentations, 2-dimensional design, and audiovisual media including Adobe Creative Suite and Microsoft Office.

WORK ENVIRONMENT & PHYSICAL ABILITIES		
<p>Some of the below Work Environment requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations per the American Disability Act (ADA)</p>		
<u>Work Environment</u>		
<ul style="list-style-type: none"> ● Work done in an office, gallery, and workshop setting. ● Daily use of general office equipment and electronic devices. ● Occasional work around tools and workshop equipment. ● Multiple state facilities located on campus-like setting. ● Occasional travel to off-site location for training or meetings. 		
<u>Physical Ability</u>		
<ul style="list-style-type: none"> ● Lift, carry, push, pull, bend, twist, stoop, kneel, and walk. ● Perform light physical exertion. ● Lift 25 pounds. ● Carry up to 15 pounds. ● Reach in all directions. ● Stand, sit and walk for extended periods of time 		
EMPLOYEE'S ACKNOWLEDGEMENT:		
<p>I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resource). I have received a copy of the duty statement.</p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p>		
Employee Name (Print)	Employee Signature	Date
SUPERVISOR'S STATEMENT: <i>I have discussed the duties of the position with the employee.</i>		
Supervisor Name (Print)	Supervisor Signature	Date