

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Exhibit Designer-Installer		DWR POSITION NUMBER 0424-2812-xxx	SAP POSITION NUMBER 50000479	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION PAO/Creative Services Branch/Exhibit Design Srv.	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R14				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Jennifer Segur		SUPERVISOR'S CLASSIFICATION Supervisor II
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 8/4/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Creative Services Branch Manager and lead direction of the Exhibit Designer Coordinator, the incumbent performs complex work related to the planning, design, fabrication, installation, operation, maintenance, and evaluation of exhibits and interpretive media. The incumbent develops and produces exhibits, publications, graphics, multimedia presentations, signage, and other visual communication products for print, digital, and interactive platforms. The position requires skills in exhibit design, graphic production, fabrication, installation, and maintenance to support the Department's educational, interpretive, and public outreach objectives. ESSENTIAL FUNCTIONS The incumbent works collaboratively with staff, project teams, contractors, vendors, and representatives from DWR and other agencies to design, fabricate, install, maintain, and repair exhibits and interpretive media. The position requires knowledge in graphic design, technical design, and multimedia software, as well as knowledge of exhibit development, fabrication methods, materials, and technologies. The incumbent must possess strong organizational, project management, scheduling, and communication skills. Duties require the ability to manage multiple projects simultaneously, work independently, exercise sound judgment, and maintain effective working relationships with diverse partners. The incumbent must have knowledge of exhibit planning and design principles; fabrication materials and processes; lighting, interactive, electrical, and mechanical systems; branding and visual communication standards; accessibility requirements; research methods; contract administration; and workplace safety practices.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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35%	The incumbent must be able to gather and analyze information, prepare reports and project documentation, estimate labor and material requirements, develop specifications, coordinate contractors and vendors, monitor project schedules and budgets, evaluate completed work, and implement effective solutions to technical and operational challenges. Regular, consistent, and predictable attendance is essential to the successful performance of this position.			
	EXHIBIT PLANNING AND DESIGN DEVELOPMENT Consults with the exhibit development team to develop exhibit themes, storylines, scripts, and visual concepts that effectively communicate key messages and support interpretive objectives. Collaborates with interpretive staff and subject matter experts to ensure exhibit content is accurate, current, and aligned with DWR priorities and State water management objectives. Maintains consistency with established branding and visual communication standards across exhibits and outreach materials. Researches subject matter and evaluates materials, technologies, fabrication methods, and exhibit components to determine practical and effective design solutions. Works closely with writers and content developers to integrate interpretive content into exhibit layouts and graphic presentations. Supports outreach and field division staff by developing visual materials for visitor centers, educational programs, tribal outreach efforts, tours, and public engagement activities. Reviews project plans, fabrication specifications, and supporting documentation. Coordinates with vendors, facilities staff, business services, visitor center personnel, and project team members to support exhibit installation, maintenance, repairs, and upgrades.			
	DESIGN, FABRICATION, AND INSTALLATION Designs, fabricates, assembles, installs, maintains, and repairs exhibits, interpretive displays, signage, and related components. Produces complex graphics and visual communication products for print, digital, and interactive applications using industry-standard design and technical software, including Adobe Creative Cloud, 3D Cad Software, and operates and maintains large-format printing equipment and associated production systems. Prepares fabrication drawings, technical specifications, project estimates, and production files. Maintains organized project records, correspondence, digital assets, and vendor resources. Produces and finishes exhibit components, graphics, and signage and integrates audio, video, lighting, and interactive technologies into exhibit installations. Performs hands-on fabrication using a variety of tools, equipment, and materials, including woodworking, plastics fabrication, metalworking, CNC routing, 3D printing, welding, and other exhibit production methods.			

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20%	Safely operates hand and power tools and follows established safety procedures, including the use of Personal Protective Equipment (PPE). Lifts, transports, and installs exhibit components, tools, and materials weighing more than 50 pounds and performs work from ladders, scaffolding, and elevated work platforms as required. Oversees the fabrication, finishing, and installation of outsourced exhibit components. Monitors contractor performance, and ensures compliance with contract requirements. Reviews and approves fabrication samples, finished products, and interactive components before and after installation. Monitors project schedules, and contractor activities to ensure quality workmanship and compliance with State safety and conduct requirements. Manages and archives project assets, including artwork, photography, digital imagery, video content, and other production resources. . CONTRACTS, AND PURCHASING Under the direction of the Exhibit Designer Coordinator, performs exhibit design, fabrication, installation, modification, and maintenance activities. Assists with planning and coordinating exhibit projects, including researching and recommending appropriate materials, equipment, products, for contracts and services to support exhibit needs. Coordinates with vendors and monitors work and deliverables to ensure they meet project and contract requirements, specifications, and quality standards. Supports the acquisition of materials, equipment, and services as needed for exhibit projects. Is a Cal-Card holder and under direction makes purchases in accordance with State policies and procedures, including required training, documentation, reconciliation, maintaining purchase records, and monthly reporting.			
	10%	ADA COMPLIANCE, TECHNICAL SUPPORT, AND PROFESSIONAL DEVELOPMENT Coordinates with DWR engineering staff, architects, and the Office of Civil Rights to ensure exhibits and facilities comply with accessibility requirements and applicable building, fire, health, and public safety regulations. Coordinates with DWR management, State agencies, contractors, and partners to complete exhibit-related assignments. Provides technical support related to exhibit fabrication, graphic production, multimedia systems, software, and equipment. Assists staff with exhibit development projects, installation activities, maintenance, repairs, and exhibit upgrades. Researches emerging technologies, industry trends, materials, and fabrication methods and participates in professional development and job-related training. Coordinates with the State Archives regarding the preservation and storage of State Water Project historical documents and artifacts.		

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	OTHER RESPONSIBILITIES The incumbent must possess artistic and creative abilities, and have normal vision or normal corrected vision, and normal color vision. Must be willing to travel throughout California and work irregular hours as required. Travel may include visits to DWR visitor centers, field divisions, district offices, conferences, outreach events, and project sites. Various methods of transportation may be required, including driving, air travel, and traveling with other staff. Occasional overtime may be necessary to meet project deadlines, support exhibit installations, perform emergency repairs, or respond to operational needs. The incumbent must possess and maintain a valid California Class C Driver License. SPECIAL REQUIREMENTS Provides support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and the Public Affairs Office during governor-declared emergencies and other incidents affecting Department operations. May participate in emergency response, recovery, mitigation, and preparedness activities, including field inspections, coordination efforts, damage assessments, and preparation of disaster survey reports. May serve in Incident Command System positions to support Department emergency operations consistent with the California State Emergency Plan and Department Administrative Orders. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences and is free from discrimination. The Department of Water Resources is committed to its mission and employees and is grounded in its commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance of this position.			