



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Exhibit Designer/Coordinator	549-671-2814-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Exhibit Designer/Coordinator	R14
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
State Capitol Museum	West Sacramento Exhibits Shop	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the Museum Curator III, the Exhibit Designer/Coordinator is responsible for design, production, installation, maintenance, and coordination of Capital District interpretive exhibits, especially at the California State Capitol Museum. The Exhibit Designer/Coordinator participates in planning and budgeting for exhibit development and coordinates activities both internally and with outside vendors and stakeholders related to all aspects of exhibit development. The primary reporting location for this position is the Exhibits Shop in West Sacramento, with significant time spent at the California State Capitol Museum and the Leland Stanford Mansion SHP, as well as at Park Units across the Capital District as needed. The work week for this position is Monday through Friday, but occasional weekend or evening assignments may be scheduled.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>EXHIBIT DESIGN & DEVELOPMENT</u> Works closely with the Museum Curator III, Graphic Designer III, and other staff on the exhibit team to lead the design and production of engaging 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. Creates and shares presentations of exhibit designs, including visualization studies or renderings of design concepts. Contributes to themes, storylines, and textual scripts for exhibits to create content, messaging, and corresponding visuals. Researches subject matter and analyzes material options and information considering the application of artifacts, technologies, and techniques for each exhibit. Works closely with Graphic Designer III to support two-dimensional exhibit design and designs graphics for some projects. Ensures exhibit plans and products are consistent and accurate to interpretive standards, DPR standards, and ADA compliance.	
20%	<u>EXHIBIT COORDINATION</u> Provides coordination and interfaces with internal staff, partner organizations, stakeholders, and outside vendors from exhibit concept through the exhibit development process, including fabrication and installation of exhibits. Determines timetables for project management and execution to produce exhibitions. Assists with monitoring and managing budgets related to the	

	exhibit program. Produces material recommendations and schematic designs for internal staff and vendors. Researches, proposes, and procures (or authorizes the procurement of) materials, software, equipment, and supplies related to the exhibit program. Ensures that all necessary forms and purchasing documents are submitted on time. Develops and manages contracts for exhibit fabrication, installation, and design. Oversees contractor's work product and monitors contractor's installation work as needed. Maintains files and logs of exhibit projects, purchasing, and vendor resources. Acts as a lead for other staff involved in the exhibit development process.
20%	<u>EXHIBIT FABRICATION & INSTALLATION</u> Researches and recommends appropriate materials, fabrication methods, tools, equipment, and best practices to achieve desired exhibit outcomes. Develops models, mockups, and prototypes to support design concepts. Utilizes fabrication equipment including latex plotters, 3D printers, and workshop machine tools such as table saws, drill presses, band saws, and routers to produce exhibit elements, supports, and graphics from materials such as wood, metal, foam, plastic, paint, fabric, and gatorboard. Manages the transportation, installation, and de-installation of exhibits. Coordinates closely with Curatorial staff to ensure artifacts and artworks are handled safely and displayed according to established museum standards and best practices.
15%	<u>EXHIBIT MAINTENANCE</u> Assists with coordinating with districtwide staff to monitor the performance of existing exhibits and preservation of historic artifacts on display. Inventories, organizes, and maintains exhibit fabrication equipment, tools, and supplies. Implements maintenance treatments and improvements to existing exhibits as needed. Makes purchases and contracts services needed for ongoing maintenance and remediation of exhibits and exhibit fabrication equipment and tools. Participates in meetings to provide updates on matters including exhibit maintenance.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
The Exhibit Designer/Coordinator works in a variety of environments throughout the Capital District: Office Settings: Performs work at a computer workstation, conducts meetings, prepares designs, reviews drawings, and completes administrative tasks in standard office environments. Work may involve extended periods of sitting, repetitive motions, and regular use of computers, printers, and office equipment. Workshop / Warehouse Environments: Works regularly in the Exhibits Shop in West Sacramento, which involves fabrication activities using power tools, machinery, and equipment such as table saws, drill presses, band saws, routers, latex plotters, and 3D printers. Requires standing for long periods, bending, and lifting or moving materials up to 25 pounds. Follows safety protocols related to shop equipment, dust, noise, and chemical use (paints, adhesives, solvents). Outdoor Conditions: May work at park units across the Capital District where installation or maintenance of interpretive exhibits occurs. Exposure to outdoor weather conditions including heat, cold, rain, or uneven ground surfaces may be required. Some bending, carrying, or lifting of materials up to 25 pounds may occur. Historic Buildings: Works at the California State Capitol Museum, Leland Stanford Mansion SHP, and other historic structures. These environments may include restricted spaces, temperature-controlled rooms, low-light areas, and the need to follow strict handling guidelines to protect historic materials. May require navigation of stairs, confined work areas, extended standing, bending, and occasional lifting up to 25 pounds.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	

Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE