



EXHIBIT DESIGNER COORDINATOR

EXAM CODE: 3MS01

DEPARTMENT: CALIFORNIA SCIENCE CENTER

EXAM TYPE: Service-wide, Open

FINAL FILING DATE: Continuous

CLASSIFICATION DETAILS

Salary Range: \$5807 - \$7,212

Classification Code: 2814

View the [Exhibit Designer/Coordinator](#) class specifications.

APPLICATION INSTRUCTIONS

Applications will be accepted on a continuous basis.

Cut-off dates for processing will be:

February 28, 2023

May 31, 2023

August 31, 2023

November 30, 2023

The applications will be processed within two weeks following the cut-off dates. Result notices will be mailed within 1-2 weeks following each processing date. Applications received or postmarked after the cut-off date will be held on file and processed on the next established cut-off date.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

How to apply:

1. All applicants must complete and submit an **Examination Application (STD. 678)**. Examination Application (STD 678) forms are also available at the California Department of Human Resources, and through your [CalCareer Account](#).
2. Copy of unofficial/official college transcripts, if using education to meet the minimum qualifications.
3. Supplemental Responses - Statement of Qualifications

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Applications must include the following information in the section titled: "Examination(s) or Job Title(s) for which you are applying."

- Exam Title: **Exhibit Designer Coordinator**
- Exam Code: **3MS01**

Applications may be delivered in person or by mail. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

You may submit your examination application package by mail to:

MAILING ADDRESS:

California Science Center
State Human Resources Department
Attn: Maria Hernandez
700 Exposition Park Drive
Los Angeles, CA 90037

OR submit in person at:

California Science Center
State Human Resources Department
Attn: Maria Hernandez
Loading Dock mail attendant
700 Exposition Park Drive
Los Angeles, CA 90037

Note: If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday, to the street address listed above.

The examination title(s), signature and date must be indicated on the application. Resumes alone will not be accepted. Faxed or emailed applications will not be accepted.

CONTACT INFORMATION

All questions regarding this examination (including the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc.) may be directed to the contact information below:

EMAIL: mhernandez@californiasciencecenter.ca.gov

EXAMINATION INFORMATION

The examination will consist of (4) four supplemental items that are weighted 100%. Applicants are required to respond to all supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates the ability to successfully perform the duties of the Exhibit Designer Coordinator classification.

SUPPLEMENTAL APPLICATION INSTRUCTIONS

Each applicant for this examination must complete and submit his/her responses to all four supplemental items. Applications received without requested responses to the supplemental items will be rejected.

INSTRUCTIONS TO APPLICANTS:

Please prepare a Statement of Qualifications addressing each of the following questions/points.

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Describe up to three exhibit or design projects that you feel best demonstrate your ability to conceive of, design, and oversee the fabrication and installation of dimensional design projects.

Include responses to the following:

- (1) A description of the project, including where and when it was displayed.
- (2) A description of the key members of the core project team and your role.
- (3) A description of the approximate budget and project timeline and your role in managing and/or conforming to these aspects of the project.
- (4) Describe relevant design documents that you produced for the project. Include which design program(s) or other media were used to produce each item.

REQUIREMENTS FOR ADMITTANCE TO THE EXAM

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

MINIMUM QUALIFICATIONS

Three years of experience in the California state service performing the duties of an Exhibit Specialist.

Or II

Experience: Four years of experience in museums, commercial scientific, exhibit or display work involving creative painting, design, layout, fabrications, and installation. Experience gained in State civil service must have included at least three years at the level of Exhibit Specialist. and

Education: Equivalent to graduation from college with a major in an art or exhibit related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

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.

EXAMINATION SCOPE

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

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A. Knowledge of:

- Principles of exhibit design including color, composition, perspective and 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.

B. 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.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open eligible list established for use by **California Science Center and other State Agencies for hiring** in order of final scores regardless of testing date. Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits are not granted in open examinations.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, gender information, marital status, medical condition, military or veteran status, nations origin, political affiliation, race religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientations.

DRUG FREE STATEMENT

It is the objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

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CONTACT INFORMATION

The California Science Center encourages all potential applicants to read this entire bulletin.

All inquiries about this examination should be directed to the Human Resources Exam Representative:

California Science Center

State Human Resources

Maria Hernandez

700 Exposition Park Drive

Los Angeles, CA 90037

(213) 744-7533

Email: mhernandez@californiasciencecenter.ca.gov

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Science Center

Equal Employment Officer

Alfred Konuwa

700 Exposition Park Drive

Los Angeles, CA 90037

Phone (213) 744-2308

Email: Akonuwa@californiasciencecenter.ca.gov

IT IS THE CANDIDATES'S RESPONSIBILITY to contact the California Science Center, Human Resources representative at (213) 744-7533, two weeks after the Cut-Off date if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of other candidates who take this examination and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualification including integrity, initiative, dependability, good judgement, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

CALIFORNIA SCIENCE CENTER

Human Resources Department

700 Exposition Park Drive

Los Angeles, CA 90037

(213) 744-7533 Website: <https://californiasciencecenter.org/>

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CONDITIONS OF EMPLOYMENT (631)

Examination Title: EXHIBIT DESIGNER COORDINATOR

Name: _____ (Print: first, middle initial, last)

Final Filing Date:

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work: Please check your choices - you will not be offered a job in locations not checked.

Sacramento County (3400) _____

Los Angeles County (1900) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- Full Time
- Part Time (regular hours less than 40)
- Intermittent (on call)
- Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- Full Time
- Part Time (regular hours less than 40)
- Intermittent (on call)
- Limited Term

It is your responsibility to notify the California Science Center, Human Resources department, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: _____ Date: _____