

# Job Title: Museum Tech. II (Exhibits Preparator/Graphics Tech.)

**Agency :** Department of Natural Resources

**Closing Date/Time:** 08/24/2023

**Salary:** \$4,326.00 to \$6,271.00 per month

**Job Type:** Salaried Full Time

**County:** Sangamon

**Number of Vacancies:** 1

**Plan/BU:** RC062, (Non-Code)

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website.**

**State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

## Posting Identification Number 12-00-28962

### Position Overview

The Exhibits Preparator/Graphics Technician position is primarily responsible for developing graphic design packages for temporary and permanent exhibits and related educational programming & marketing; production of exhibition interpretive panels and object labels; and creating and fabricating museum wayfinding signage and informational displays. Works collaboratively to coordinate the design and production of graphic assignments to meet project goals and deadlines.

This position is expected to be able to occasionally travel locally, regionally, or statewide to assist with exhibition installations and deinstallations at all ISM-affiliated sites, assist with Museum outreach events, participate in professional development, and for general operational needs of their work site. Museum Technicians are responsible for assisting senior staff, leading subordinate staff, and directing volunteers and interns in fulfilling established technical and/or specialized projects and/or programs.

Each staff member is expected to create work that is visible to the residents of Illinois; work in a team environment across geographic locations and disciplines; perform at a level that reflects national standards and best practices and abide by all professional museum ethics. Staff are encouraged to promote the activities of the Illinois State Museum Society (a not-for-profit membership organization to support the research/educational programs of the Illinois State Museum).

### Job Responsibilities

1. Under the supervision of the Associate Director of Exhibits works toward established goals in the ISM's strategic plan and the Museum's exhibit plan; and functions as a preparator responsible for developing graphic design packages for temporary and permanent exhibits, and related educational programming and marketing.
  - Communicates design concepts through sketches, mood boards, mock-ups, and sample layouts for review by project teams.
  - Develops a brand style guide for each exhibit for the purpose of a unified vision across all platforms.
  - Uses style guide in the creation of educational materials (pamphlets, brochures, flyers, etc.) for museum programs, events, and workshops.
  - Creates logos and graphics for the marketing of Museum exhibits and programs.
  - Keeps all electronic documents up-to-date on shared drives to ensure internal graphics files are accurate and consistent with brand.

2. Under the supervision of the Associate Director of Exhibits works toward established goals in the ISM's strategic plan and the Museum's exhibit plan; and functions as a preparator responsible for creating and fabricating exhibition interpretive panels and object labels, wayfinding & operational signage, and informational displays.

- Utilizes current research and standards related to accessibility, sustainability, exhibit trends, digital engagement trends, equity and inclusion, and wayfinding to concept, develop, and deliver the highest level of visitor engagement for diverse target audiences.
- Applies understanding of universal design and accessibility principles and practices.
- Creates print-ready mechanical files in a variety of software programs; and manages relationships with print vendors and component manufacturers (as per required procurement guidelines).
- Reviews and proofreads curator-provided content for panels & labels and, if needed, suggests edit options or recommendations.
- Provides mock-ups or renderings of signage layout and design for curatorial and interpretive review.
- Operates large-format and oversize full-color printers, laminators, and vinyl cutting machine in the production of exhibit graphic components and signage.
- Prints & mounts interpretive panels and object labels.

3. Participates in the preparation, installation, updating, maintenance, and dismantling of exhibitions and exhibition components at the Museum and other ISM-affiliated sites.

- Assists in packing and crating exhibit objects or artwork to prepare for transport or shipping.
- Loads exhibition objects and furnishings into Museum transport vehicle(s); may drive vehicle to destination; and unloads.
- Transports or re-locates exhibit furniture (casework, pedestals, vitrines, etc.) within Museum or between sites.
- Assists with exhibition installation as directed (paints walls, hangs artwork, sets displays, applies wall graphics and panels, affixes object labels, etc.).

### **(Job Responsibilities continued)**

4. Supports exhibit maintenance and repair needs.

- Provides care and maintenance of all exhibit graphic components and other Museum signage to keep these guest-facing elements clean, in good repair and to a high degree of quality in overall appearance, presentation and functionality.
- Revises or reproduces exhibit graphic panels and labels to replace outdated language or damaged signage.
- Assists with scheduled routine and deep cleaning of permanent exhibits.

5. Maintains a clean, organized, and safe work environment.

- Organizes, maintains, and archives accurate project graphic files and records for clear and logical retrieval and reproduction.
- Maintains inventory of tools, equipment, and exhibit consumables; and informs supervisor of shortages.
- Keeps exhibit workspaces (including offices, labs, and shops) tidy by clearing work benches, countertops, and floors of debris and clutter.
- Keeps tools and equipment in working order by performing preventive maintenance and returning them to their proper storage location or default settings.
- Observes safety and risk management procedures in public areas and workspaces; and operates tools and equipment safely.

6. Assists other Exhibit Preparators with their primary duties as necessary (including, but not limited to: cutting and assembling mats for photographs and prints, framing artwork, adjusting gallery lighting, construction of exhibit components, etc.).

7. Performs other duties as required or assigned which are reasonably within the scope of the Position Overview.

### **Minimum Requirements**

1. Requires a minimum of a Bachelor's degree in graphic design, visual communications, commercial and advertising arts, digital arts, or a related field.
2. Requires expertise and knowledge in 2D composition & layout, typography, iconography, infographics, and digital print mechanicals.

3. Requires a minimum of 5 years' relevant work experience.

## Preferred Qualifications

1. Extensive knowledge of Adobe Creative Cloud (Photoshop, Illustrator, InDesign) software.
2. Working knowledge of Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint) and other desktop design and publishing programs on a Windows operating system.
3. Extensive knowledge of tools, equipment, and materials used in production of permanent and temporary graphics (large-format digital printers, vinyl cutters, laminators, and various mounting and installation techniques, and associated safety practices.)
4. Working knowledge of preparing digital mechanical files for print, and an ability to effectively communicate with other design-specific contractors and printing vendors.
5. Elementary knowledge of materials, methods, and tools used to prepare artwork or cultural objects for exhibition (best practices for care & handling, matting, framing, etc.)
6. Elementary knowledge of materials, methods, and tools used in exhibit component fabrication (woodworking, painting, etc.)
7. Elementary knowledge of museum gallery lighting techniques.
8. Elementary knowledge of museum disciplines (art, cultural history, anthropology, and natural sciences).

## Employment Conditions

All applicants must be able to meet the following Conditions of Employment to be considered for this position (the State of Illinois complies with federal and state disability laws and will make reasonable accommodations for applicants and employees with disabilities):

1. Ability to pass background check.
2. Possession of a valid Driver's License
3. Ability to travel.
4. Ability to operate and maintain tools and equipment.
5. Requires ability to carry and transport up to 35 pounds.
6. Candidates will be required to submit a portfolio of work during the interview stage.

## Agency Statement

Charged with preserving, protecting, and promoting Illinois' natural resources, the Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs; flexible/remote work schedules may be available for certain positions.

The State Museum (ISM) is a division of IDNR and is a system of museums and galleries serving the people of Illinois. The mission of ISM (accredited by the American Alliance of Museums) is to promote discovery, lifelong learning, and stewardship of the natural and cultural heritage of Illinois. It strives to integrate its original research and diverse collections to advance knowledge and create thought-provoking exhibitions and educational programs and resources. The Illinois State Museum is committed to creating an inclusive workplace that is mindful of community stories and lived experiences.

**Work Hours:** Mon. - Fri. 8:30 AM - 5:00 PM, due to project deadlines or scheduled public programs/events, some evening or weekend hours may be required.

**Work Location:** IL State Museum, 502 S. Spring St Springfield, IL 62704

### Agency Contact:

Vicky Fowler

Email: [vicky.fowler@illinois.gov](mailto:vicky.fowler@illinois.gov)

Phone #: 217-785-5387

**Job Family:** Arts, Design & Cultural

This position DOES NOT contain "Specialized Skills" (as that term is used in CBAs).

## APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)