

Job Title: Museum Tech. II (Exhibits Preparator/Production Asst.)

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 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 12-00-29470

Position Overview

Under the supervision of the Exhibits Production Lead, the Exhibits Preparator (Production Assistant) performs duties mostly independently. They execute various duties and assignments that require special expertise; a knowledge base in fabrication, assembly, construction, and maintenance; and skills for the specific position. This position works toward established goals in the ISM's strategic plan and the exhibit plan.

The Exhibits Preparator / Production Assistant is responsible for the fabrication, installation, maintenance, and repair of non-powered exhibit components (object mounts, pedestals, cases, risers, walls, and platforms) utilizing design, woodworking, painting, and welding skills; and responsible for the implementation, service, and maintenance of powered exhibit components (including computer-controlled devices, mechanical components, lighting, and multimedia equipment) utilizing electrical, mechanical, electro-mechanical, and computer technology skills.

This position is expected to be able to occasionally travel locally, regionally, or statewide to assist with exhibition installations and deinstallations at ISM-affiliated sites, assists other Exhibit Preparators with their primary duties as necessary; supports exhibit maintenance and repair needs; maintains a clean, organized, and safe work environment; and performs other duties as required or assigned which are reasonably within the scope of the position.

Museum staff are impelled to engage in a regular cycle of professional development to maintain competence and currency in their areas of expertise or responsibility; assist with Museum outreach events. Museum Technicians are responsible for assisting senior staff, supervising 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 Exhibits Production Lead works toward established goals in the ISM's strategic plan and exhibit plan; and functions as a preparator responsible for the construction, fabrication, installation, maintenance, and repair of non-powered exhibit components (object mounts, pedestals, cases, risers, walls, and platforms) utilizing design, woodworking, painting, and welding skills.
2. Under the supervision of the Exhibits Production Lead works toward established goals in the ISM's strategic plan and exhibit plan; and functions as a preparator responsible for the implementation, troubleshooting, and basic service of powered exhibit components (including computer-controlled devices, mechanical components, lighting, and multimedia equipment) utilizing electrical, mechanical, electro-mechanical skills, and computer technology skills.
3. Participates in exhibition installation and deinstallation at 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), drives 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, connects interactive and technical components & multimedia equipment, etc.).
 - Installs or adjusts lighting in galleries to improve visibility and properly illuminate objects on display.
 - Participates in finish and detail work on exhibit environments.
4. Supports exhibit maintenance and repair needs.
 - Creates condition report checklists for each permanent exhibit gallery and temporary exhibition and develops a schedule for routine inspection.
 - Develops schedule for routine and deep cleaning of permanent exhibits.
 - Discusses safety or functionality issues with supervisor and makes adjustments or repairs of components as directed.
 - Utilizes mechanical drawings, schematics, and product manuals towards repair and maintenance of exhibit components.
5. Maintains a clean, organized, and safe work environment
 - Keeps exhibit workspaces (including 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.
 - Observes safety and risk management procedures in public areas and workspaces.
 - Maintains inventory of building materials, tools, equipment, and exhibit consumables; and informs supervisor of shortages.
6. Assists other Exhibit Preparators with their primary duties as necessary (including cutting and assembling mats for photographs and prints, production of exhibit labels and graphic elements).
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 construction technology, industrial design, theater design, or a related field.
2. Requires a minimum of 5 years' relevant work experience.

Preferred Qualifications

1. Extensive knowledge of carpentry skills and construction methods.
2. Extensive knowledge of tools, equipment, and materials used in exhibits construction and component fabrication (hand tools, power tools, paints and adhesives, and associated safety practices.)
3. Working knowledge of powered exhibit components (including computer-controlled devices, mechanical components, lighting, and multimedia equipment).
4. Working knowledge of art handling, packing, and installation of various media.
5. Elementary knowledge of graphic design and printing.

6. Elementary knowledge of museum gallery lighting techniques.
7. 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 and 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

DNR Human Resources

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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
- systems@SIL-P1.ns2cloud.com

