Definition of Class
This is a non-supervisory position in which the incumbent is responsible for the installation and maintenance of exhibitions in galleries and/or storage areas. Incumbent ensures the physical integrity of loaned and permanent collection artifacts by utilizing knowledge of proper handling procedures. Work includes performing facilities maintenance and space utilization needs. Incumbent may be required to work nights and weekends. Travel may also be required.

Examples of Work Performed
Determines exhibition layout in conjunction with Director and other staff. Arranges and displays artifacts for exhibits. Monitors exhibits.

Plans and organizes the careful installation, removal, retrieval, packaging, and transportation of artifacts for exhibits.

Prepares artifacts for shipping. Decides the appropriate means of packing and crating for each artifact in conjunction with Director and other staff. Coordinating transportation details with collection owners of loaned artifacts. Ships, transports, and moves artifacts from University to collection owner as needed.

Determines appropriate props to safely secure and best display artifacts for exhibits. Uses tools and special equipment to construct and prepare props, including labels, signs, mounts, matts and frames, exhibit cases, pedestals, and other exhibit furniture.

Assists in property and inventory control of museum collections. Inventories and completes condition reports for loaned collections when artifacts are received and before they are returned to owner.

Prevents deterioration of artifacts from harmful environments by assessing and determining appropriate light exposure, handling, storage, temperature, etc.

Assists with cataloging loaned artifacts and permanent collection.

Performs maintenance and upkeep of gallery/exhibition areas. Coordinates services and repairs with Physical Plant.

Monitors climate of assigned buildings. Collects data, generates reports, and tracks appropriate temperatures and moisture levels in assigned buildings.

Properly illuminates exhibitions for display to ensure adequate lighting in conjunction with Director and other staff. Participates in the decision making process of how best to light the artifacts while on display and makes adjustments to the appropriate light fixtures as needed.

Participates in maintenance of gallery and exhibit areas as needed.

Trains and oversees the work of assigned staff, including student workers as needed.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans and organizes the careful installation, removal, retrieval, packaging, and transportation of artifacts for exhibits.

2. Determines appropriate props to safely secure and best display artifacts for exhibits and constructs and prepares appropriate props.

3. Ensures maintenance and upkeep of artifacts and exhibition areas.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties.

AND

Licensure:
Incumbent must possess a valid driver’s license.

Background Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 4/7/2010
The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment