

MUSEUM EXHIBIT TECHNICIAN

DEFINITION

Under general supervision, performs complex and technical duties related to the care, maintenance, development and display of museum exhibits; coordinates and oversees the care and feeding of live animals; plans, designs and maintains museum gardens; schedules and monitors and work of volunteers and docents; assists with special group classes, tours and fundraising activities; informs and teaches visitors about exhibits; researches, gathers, prepares and maintains exhibit and collection information.

DISTINGUISHING CHARACTERISTICS

This is a technical level class in the Museum Support Series within the Yosemite Community College District (YCCD). Incumbents perform technical duties in support of museum functions, particularly those pertaining to the care of animals and plants in the collection. Incumbents utilize technical knowledge of exotic animal husbandry, landscape maintenance and related areas to make decisions and complete assignments.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a manager, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Coordinates, monitors and participates in the care of live museum animals such as snakes, lizards, amphibians, insects and small mammals; ensures their feeding, cleaning and health; monitors their use in exhibits and displays to ensure that their safety and well being.
- Monitors animal inventories; makes recommendations for adding/deleting animals to achieve museum goals and objectives.
- Performs technical research pertaining to the design and development of exhibits; coordinates and performs maintenance and improvement on exhibits, including permanent displays.
- Maintains and upgrades the museum's native gardens and related displays; recommends landscaping and planting additions/changes.
- Coordinates docent and volunteer programs; estimates tour costs/expenses; schedules docents and volunteers for tours; maintains accurate records of hours worked and ensures that tour costs are kept within budget; monitors tours for quality and appropriateness; conducts tours as a substitute and/or when needed.

- Assists in planning and coordinating visitor programs and fundraising events; communicates with group leaders and/or classroom teachers regarding specialized tours; advises groups regarding proper procedures and administrative requirements; helps with publicity, correspondence and other preparatory activities; participates in outreach programs and activities; makes presentations regarding museum programs and events.
- Works with other staff to help plan and organizing special classes, field trips and special museum events; may serve as a trip host and/or driver.
- Provides technical assistance with the development and upgrading of museum learning materials and curricula; trains docents on new/revised curricula.
- Provides for the storage, maintenance, listing and labeling of permanent and traveling museum collections; prepares records and reports regarding museum inventories as requested.
- Prepares correspondence and other documents; independently responds to various inquiries and correspondence; receives visitors and callers; attends meetings and takes/prepares minutes; participates on committees and/or task forces; maintains calendars and schedules; coordinates travel and other special arrangements.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment, but may also include outdoor activities and activities involving the care of reptiles and plants.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college or university, with major course work in natural history, science, museum studies or a closely related field.
- Experience: Two years working with animals in a museum, zoo, laboratory, veterinary, shelter, or other care setting. Experience with reptiles, amphibians and insects is highly desirable.

Special Requirements:

- May be required to demonstrate proficiency with computer word processing, spreadsheet and/or desktop publications software.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Technical duties related to the care, maintenance, development and display of museum exhibits, particularly the care of animals and plants in the collection.
- Science curriculum applicable for school age students.
- Advanced public relations principles and techniques.

Ability to:

- Coordinate and oversee the care and feeding of live animals.
- Plan, design and maintain museum gardens.
- Schedule and monitor the work of volunteers and docents.
- Work with special group classes, tours and fundraising activities.
- Inform and teach visitors about exhibits.
- Research, gather, prepare and maintain exhibit and collection information.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 25 pounds; occasional lifting of items up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

Class Adopted: 03/01/09

Class Amended: 07/01/19