

Alutiiq Museum DRAFT Job Description
EXHIBIT APPRENTICE

TITLE	Exhibit Apprentice
CLASSIFICATION	Part-time, Hourly, \$18/hr.
REPORTS TO	Exhibit Manager
SUPERVISES	None

SUMMARY OF RESPONSIBILITIES

The Exhibit Apprentice works directly with the Exhibit Manager to develop displays for the museum's gallery. The position works both offsite at a temporary workshop location and onsite in the museum gallery to create exhibit mounts and furnishings and assist with the installation of all exhibit material—mounts, objects, artwork, electronics, wall treatments, and casework. The Exhibit Apprentice can be trained to perform exhibition fabrication tasks to meet museum standards.

ESSENTIAL POSITION FUNCTIONS

- Works with soldering tools and brass to create mounts for museum objects, carefully following measurements.
- Assists with the fabrication and assembly of exhibit cases from wood and Plexiglas.
- Completes sanding, priming, painting, and finishing tasks.
- Assists with hanging panels, wall cases, video displays, and artwork.
- Assists with the installation of wall treatments.
- Assists with the installation and padding of mounts.
- Assists with the seating of objects in mounts.
- Unpacks, inventories, and stores supplies.
- Cleans workspaces, takes waste to dumpster/recycling, and secures tools and materials.

REQUIRED EXPERIENCE AND EDUCATION

This is an entry-level position that requires previous experience working with power tools. Construction, carpentry, and/or welding experience, or classes in these or similar trades, are a plus. The successful applicant must possess strong verbal communication skills, a courteous and professional manner, and an exceptional ability to follow instructions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interact and work positively with museum staff, visitors, and volunteers.
- Ability to follow directions carefully, to accept feedback graciously, and to work independently on assigned tasks.
- Ability to resolve conflicts in a constructive manner.
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environments; cooperate and work respectfully with others; participate in proactive problem-solving.
- Must have a pleasant, courteous, and professional attitude and presence.
- Able to work a flexible schedule as required by exhibit development activities.
- Have a valid driver's license and proof of insurance.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

This position conducts hand-on work transforming materials into exhibit furnishings. This work is collaborative and may take place in the museum gallery or an offsite shop. The Exhibit Apprentice should be able to lift 50 lb. (e.g., to carry boxes, move sheets of plywood and Plexiglas).

This job description does not list all the duties of the position. You may be asked to perform other duties. Your evaluation will include an assessment of your job performance on the tasks

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described herein or as required by a sponsoring organization. Management has the right to revise this job description at any time. The job description is not a contract for employment.

Signature of Employee: _____ Date: _____

Signature of Executive Director: _____ Date: _____