



CHURCHILL COUNTY
invites applications for the position of:

Museum Exhibits Preparator

SALARY: \$12.98 Hourly
OPENING DATE: 04/03/18
CLOSING DATE: 04/13/18 03:00 PM

POSITION SUMMARY:

The Churchill County Museum is dedicated to preserving the history and artifacts of Fallon and Churchill County so visitors gain an understanding of the history of the community and a greater appreciation of our community, our state, and our country. We are recruiting for a part-time, regular (24 hours per week) Museum Exhibits Preparator who wants to play an active role in the preservation and presentation of this history. Working in conjunction with other Museum staff, the person in this position will be actively involved in designing and constructing exhibits to best showcase our past. If you have a construction background, an eye for detail, and an ability to design eye-pleasing exhibits, consider applying for this position. You would also be tasked to perform maintenance and other construction tasks throughout the museum.

As stated previously, this part-time position works 24 hours per week. The hours of work will typically be during the regular workweek (Monday through Friday) and there is some flexibility with the employee regarding how many hours per day may be worked. As a part-time, regular position, the person who is selected will be enrolled in the PERS retirement system (which translates into an additional 6% of take-home pay). In addition, the person will receive 4.8 hours of vacation leave per month and 6 hours of sick leave each month.

While the position will remain open until filled, the first review of applications will begin at **3 PM on April 13, 2018**. Apply by that deadline at www.churchillcounty.org/careers to receive first consideration.

Position Summary: Responsible for aspects of museum exhibition installations and safe handling of all artifacts in the museum including construction/preparation of exhibition furniture, pedestals, models, blue prints and displays; gallery painting; lighting; and artifact handling.

Distinguishing Characteristics

This is a technical class responsible for the development and implementation of a variety of construction and maintenance duties related to museum exhibits. This class is distinguished from the Museum Assistant in that the latter is an administrative position.

ESSENTIAL FUNCTIONS:

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Demonstrates regular, reliable and punctual attendance.
- Installs or de-installs artwork for temporary and permanent exhibitions as designed by curator; collaborates with curatorial staff to design exhibition layouts; builds pedestals and displays for exhibitions, as needed.
- Fabricates special design elements, determines lighting elements and ensures that all exhibit elements are available for the creation of educational and aesthetically pleasing displays.
- Maintains building space and outside grounds; observes and reports any and all defects, deterioration, and wear on the facilities; coordinates repairs with County facilities and grounds staff as required.
- Maintains museum's workshop and related tools, hardware, and other equipment; acquires materials and components necessary for exhibits; acquires tools and equipment necessary for the museum workshop, safety equipment and accessories; maintains records of equipment and materials acquired.
- Repairs and provides facility maintenance services for museum as needed.
- Receives and unloads exhibition crates; unpacks and repacks exhibition crates; constructs exhibition cases on as needed; utilizes standard museum techniques to protect objects.
- Crosstrains and performs functions of other Museum staff as required.
- Maintains appearance and integrity of exhibits as required.
- Monitors visitors during facility hours of operation to ensure orderly conduct; reports unsafe conditions; opens and closes facility as required.
- Contributes to the efficiency and effectiveness of the Museum's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

High School Diploma/GED; AND two (2) years of journey-level trades experience in facility maintenance and construction; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles, methods and materials used in a variety of mechanical and electrical installation, maintenance and repair work.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Job estimation and planning principles and practices.
- Basic practices and equipment of the carpentry trade.
- Basic record keeping practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.

Skill in:

- Performing skilled and semi-skilled maintenance and repair to a variety of mechanical, electrical, and other facility operating systems.
- Operating and maintaining specialized tools and equipment of a variety of mechanical, electrical and facilities maintenance trades.
- Measuring and calculating angles, lengths and volumes.
- Designing, laying out and preparing sketches for varied construction and maintenance jobs.
- Estimating necessary materials and equipment to complete assignments.
- Safely using and maintaining hand and power tools related to the work.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or Museum goals, objectives and activities.

Required Certificates, Licenses and Registrations

- None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk, climb stairs and ladders and to work in confined or awkward spaces for an extended period of time; ability to operate and work at heights on a scissor lift or high ladder; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors.

Conditions of Employment

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).
3. Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.churchillcounty.org/hr>

Position #2018-16
MUSEUM EXHIBITS PREPARATOR
GS

155 N Taylor Street, Suite 155
Fallon, NV 89406
(775) 428-1311

gdstark@churchillcounty.org

Museum Exhibits Preparator Supplemental Questionnaire

- * 1. This position requires you to successfully pass a drug test. Are you aware of this provision and can you pass a pre-employment (and random) drug test?
 - Yes, I can pass pre-employment and random drug testing.
 - No, I cannot meet the drug testing requirements.
- * 2. How many years of experience do you have in the construction trades?
 - Less than 2 years
 - 2 to 4 years
 - 4 to 6 years
 - 6 to 8 years
 - More than 8 years
- * 3. With what construction trades are you most familiar (carpentry, plumbing, electrical, etc.)? Please indicate which positions in the experience section of the application reflect your experience with that trade. (If you have no experience, enter N/A.)
- * 4. I am excited and motivated to work in a part-time position for the following amount of time:
 - 0 to 5 months
 - 6 to 12 months
 - 13 to 24 months
 - 25+ months
- * 5. Why are you interested in working part-time?
- * 6. What is your experience fabricating acrylics (plexiglass)?
 - None
 - Beginner
 - Intermediate
 - Expert
- * 7. What is your experience measuring light with a light meter?
 - None
 - Beginner
 - Intermediate
 - Expert
- * 8. What is your experience performing soldering, bending rods, and shrink wrapping?
 - None
 - Beginner
 - Intermediate
 - Expert
- * 9. What is your experience using a laminator or mounter?
 - None

- Beginner
 - Intermediate
 - Expert
- * 10. What is your experience wiring low voltage lighting?
- None
 - Beginner
 - Intermediate
 - Expert
- * 11. What is your experience with hanging art?
- None
 - Beginner
 - Intermediate
 - Expert
- * 12. What is your experience with matting and framing art?
- None
 - Beginner
 - Intermediate
 - Expert
- * 13. What is your experience with hanging wallpaper?
- None
 - Beginner
 - Intermediate
 - Expert
- * 14. What is your experience with wall maintenance (e.g. spackling)?
- None
 - Beginner
 - Intermediate
 - Expert
- * 15. What is your experience with interior and exterior painting?
- None
 - Beginner
 - Intermediate
 - Expert
- * 16. What is your experience with faux finishing?
- None
 - Beginner
 - Intermediate
 - Expert
- * 17. What is your experience with vinyl letters and graphics?
- None
 - Beginner
 - Intermediate
 - Expert
- * 18. What is your experience working with and handling artifacts?
- None
 - Beginner
 - Intermediate
 - Expert
- * Required Question