

Job Description

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| Date: | Spring 2025 |
| Title: | Exhibition Production Assistant |
| Department: | Museum Services |
| Position Reports To: | Exhibition Production Manager |
| Status: | Full Time / Non-Exempt |

Summary:

The Exhibition Production Assistant supports the work of the Exhibition Production Manager (EPM), helping to plan, produce, and maintain museum exhibits, and assist with the care, storage, movement, exhibition, and stewardship of museum collections.

Job Duties:

- Install and deinstall temporary and permanent exhibit elements, including objects, hardware, furniture, and graphics.
- Assist with design and fabrication of exhibit elements, including object mounts.
- Help maintain lighting, mechanical, and technical elements of temporary and permanent exhibits.
- Participate in collections care activities including: creating object storage solutions; packing, shipping, and unpacking objects; and, condition reporting objects.
- Document exhibit installations in progress and upon completion.
- Maintain inventory of available exhibit- and storage-related supplies.
- Work closely with EPM, Preparator, and colleagues in the Museum Services, Facilities & Maintenance, Graphic Design, and Curatorial departments.
- Model and support compliance with the Collections Management Policy.
- Uphold institutional guidelines and best practices in the field for matting, framing, mounting/installing/lighting objects.
- Work independently and assume direct responsibility for complex tasks when requested.
- Manage special projects as assigned.

Competencies:

- Performs work with precision and accuracy.
- Ability to establish and maintain effective working relationships with museum staff, professional colleagues, consultants, preparators/art handlers, artists, and vendors.
- Detail-oriented and sound reasoning skills.
- Flexible and adaptable to changing schedules and/or plans.
- Strong hand-eye coordination and spatial awareness.
- Experience with carpentry and metal work, knowledge of materials, processes, equipment, and safety.

Physical Demands:

- Kneel/crawl, climb (ladders, scaffolds, mechanical lifts), reach/work above shoulders, grasp forcefully and lightly, write by hand, sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds

Supervisory Responsibilities:

- None

Required Education and Experience:

- Bachelor's or equivalent degree
- Experience in the preparation and handling of objects, and art/object/exhibition installation
- Experience in basic mount making in a variety of media and techniques, including braising, soldering, and work with Plexiglas

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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POSITION ANALYSIS/SPECIFICATIONS

| | <i>N/A</i> | <i>OCCASIONAL</i> | <i>FREQUENT</i> | <i>CONSTANT</i> |
|--------------------|------------|-------------------|-----------------|-----------------|
| Sitting | | | X | |
| Standing | | | X | |
| Walking | | | X | |
| Bending Over | | | | |
| Crawling | | X | | |
| Reaching | | | X | |
| Crouching | | X | | |
| Kneeling | | | X | |
| Balancing | | | X | |
| Pushing/Pulling | | | X | |
| Lifting/Carrying | | | X | |
| 10lbs or less | | | | |
| 11lbs to 25lbs | | | X | |
| 26lbs to 50lbs | | X | | |
| 51lbs to 70lbs | | X | | |
| Manual Dexterity | | | | |
| Fine Motor Skills | | | X | |
| Gross Motor Skills | | | X | |
| Eye/Hand Coord. | | | | X |
| Near Vision | | | | X |
| Far Vision | | | | X |
| Color Recognition | | | | X |
| Hearing | | | | X |

ENVIRONMENTAL FACTORS

| | <i>YES</i> | <i>NO</i> | <i>Limited</i> |
|--|------------|-----------|----------------|
| Working Outside | | | X |
| Working Inside | X | | |
| Working Alone | X | | |
| Working Closely With Others | X | | |
| Excessive Cold/Heat | | X | |
| Excessive Humidity/Dampness | | X | |
| Noise/Vibrations | X | | |
| Working with Chemicals/Detergents/Cleaners | X | | |
| Working Around Fumes/Smoke/Gas | X | | |
| Walking on Uneven Surfaces | X | | |
| Motorized Equipment or Vehicles | X | | |
| Working With Machinery/Motorized Equip. | X | | |
| Climbing on Scaffolds or ladders | X | | |

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SIGNATURE PAGE

I acknowledge that I have read and understand the job description for the position for which I am applying, and I am able to perform the responsibilities of this position. I have read and understand the Position Analysis for this position, and I can meet the physical and environmental expectations for this position.

If offered this position, I am willing and able to perform the position with or without reasonable accommodations. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name _____

Date _____

Employee Signature _____