## Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:  
☐ NEW POSITION  ☑ EXISTING POSITION  

### Part 1 - Items 1 through 12 to be completed by department head or personnel office.

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Agency Name</td>
<td>Kansas State Historical Society</td>
</tr>
<tr>
<td>2. Employee Name (leave blank if position vacant)</td>
<td></td>
</tr>
<tr>
<td>3. Division</td>
<td>Kansas Museum of History</td>
</tr>
<tr>
<td>4. Section</td>
<td>Exhibits</td>
</tr>
<tr>
<td>5. Unit</td>
<td></td>
</tr>
<tr>
<td>6. Location (address where employee works)</td>
<td>City Topeka  County Shawnee</td>
</tr>
<tr>
<td>7. (circle appropriate time)</td>
<td>Full time X  Perm. X  Inter.</td>
</tr>
<tr>
<td>8. Regular hours of work: (circle appropriate time)</td>
<td>FROM: 8:00 a.m.  TO: 5:00 p.m.</td>
</tr>
<tr>
<td>10. Budget Program Number</td>
<td>49501</td>
</tr>
<tr>
<td>11. Present Class Title (if existing position)</td>
<td>Museum Specialist (Exhibits Coordinator)</td>
</tr>
<tr>
<td>12. Proposed Class Title</td>
<td></td>
</tr>
<tr>
<td>13. Allocation</td>
<td></td>
</tr>
<tr>
<td>14. Effective Date</td>
<td></td>
</tr>
<tr>
<td>15. By</td>
<td>Approved</td>
</tr>
<tr>
<td>16. Audit</td>
<td>Date:  By:  Date:  By:</td>
</tr>
<tr>
<td>17. Audit</td>
<td>Date:  By:  Date:  By:</td>
</tr>
</tbody>
</table>

### PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum Exhibits Director</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position works with the Museum Exhibits Director to coordinate exhibits design and production products at the Kansas History Center, the State Historic Sites, the statehouse, and other locations. The employee completes work in accordance with an established schedule. Instructions are given either verbally or in writing. The employee has significant latitude to carry out the duties of the position once the schedule and production methods are discussed with the Museum Exhibits Director. The employee generally is free to develop his or her own sequences and method of work once the above scheduling and production concerns are addressed.
<table>
<thead>
<tr>
<th>What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following tasks and duties apply to exhibits work at the Kansas History Center (Including the Kansas Museum of History and the Center for Historical Research), the State Historic Sites, and other locations, both temporary and permanent, where the Kansas State Historical Society maintains exhibits. These tasks and duties often require the employee to work independently, but just as frequently as a member of a project or production team. The employee must be open to and accepting of constructive criticism and review or other input from team members and his or her supervisor. Similarly, input given by the employee regarding the work of other team members must be done in a professional and constructive manner. Working in the Historical Society’s team-oriented environment requires the employee to maintain a harmonious and cooperative working relationship with her or his supervisor, co-workers, volunteers, interns, and the public.</td>
</tr>
</tbody>
</table>

**1. 50%**

**Planning, Coordination, and Implementation of Production**

a) With Division Director and Museum Exhibits Director, participates in all phases of exhibit design process from conception to implementation. Creates and assists with exhibit labels and graphics, including layout and design, production, and installation.

b) Evaluate the effectiveness of projects in meeting the determined goals and objectives. Works to effectively institute necessary changes so that projects operate efficiently.

c) Coordinates the Exhibits Department’s production activities; establishes, evaluates, and modifies work schedules and assignments; facilitates workflow and communication among team members and ensures that deadlines are met. Responsible for keeping the exhibit production process on schedule and within budget, as well as for the quality of the work produced.

d) Maintains contact with interpretive team members (e.g., designer, curator, registrar, and education staff) throughout the design and production process to ensure faithful interpretation of script, proper presentation and care of artifacts, and proper procedures regarding handling of artifacts and loans.

e) Coordinates and participates in the production, fabrication, and installation of exhibit elements including, but not limited to, artifact mounts, exhibit cases, display panels, and other exhibit features.

f) Advises the Exhibits Director of exhibit progress and any schedule changes.

g) Monitors exhibit production deadlines, working closely with the Exhibits Director and interpretive project teams to ensure that schedules are met.

**2. 40%**

**Exhibit Maintenance and Administration**

a) Coordinates and implements a program of daily in-house exhibits maintenance to include security checks, repair and cleaning of exhibit cases, repair of exhibit mounts, repair of broken or malfunctioning interactive and hands-on exhibits, and replacement or repair of any malfunctioning gallery lights. This includes periodic inspection and maintenance of any exhibits in Topeka. Exhibits maintenance at the agency’s historic sites will occur at the request and direction of the Historic Sites Division Director or Museum Director.

b) Establishes and coordinates the maintenance and repair of traveling exhibits in the agency’s Kansas Interpretive Traveling Exhibit Service (KITES).

c) Develop and implement a program to ensure that production tools and equipment are maintained and handled properly, that staff are instructed in the proper use of equipment and appropriate safety techniques.

d) Estimates supplies and materials based on design information. Orders supplies and materials in a timely manner to ensure that production deadlines are met. Complies with all agency policies and procedures in regard to purchasing, as well as delivery and tracking of supplies, materials, invoices, order forms, and other paperwork associated with purchasing supplies and materials.

**3. 10%**

**Other Duties**

a) Completes other duties as assigned including, but not limited to, researching new materials, techniques, and innovations pertinent to exhibit design and production; working on special projects as assigned by his or her supervisor.

b) Maintains production areas, tools, and equipment used in design and production by regular inspection and cleaning. Reports deficiencies in stock and equipment needs to the Museum Exhibits Director.
22.a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

(X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.

(   ) Plans, staffs, evaluates, and directs work of employees of a work unit.

(   ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<table>
<thead>
<tr>
<th>Title</th>
<th>Position Number</th>
<th>Name</th>
</tr>
</thead>
</table>

23. Which statement best describes the results of error in action or decision of this employee?

(   ) Minimal property damage, minor injury, minor disruption of the flow of work.

(   ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

(X) Major program failure, major property loss, or serious injury or incapacitation.

(   ) Loss of life, disruption of operations of a major agency.

Please give examples.

The person in this position works on a daily basis with potentially hazardous chemicals, power tools, and moving equipment that has the potential to cause very serious injury. In addition, this employee is responsible for handling rare and priceless artifacts on a frequent basis which, if handled incorrectly, could result in major property loss. Failure to meet production deadlines could result in exhibits and/or programs that would not open to the public on time as scheduled.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee coordinates, schedules and oversees the work of museum exhibit technicians and sometimes contractors and temporary employees, and confers frequently with interpretive team members (e.g., designer, curator, registrar, and educators) throughout the design and production process; as well as with other Historical Society staff members, and occasionally with other state agency staff members as well as staff from other museums. This employee also has frequent contact with vendors, suppliers, and contractors.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee is required to use power woodworking equipment that can create a high noise level, dust, and that has the capability, if used incorrectly, to cause serious injury. This position is sometimes required to climb ladders and scaffolding, and can sometimes be exposed to potentially harmful chemicals and solvents. This employee also moves artifacts, exhibit cases, display panels, raw materials, and other items that can be large and heavy.
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily: a variety of hand tools and power tools including table saw, band saw, jig saw, panel saw, router, joiner, heat gun, heat bender, buffer, drill press, audio-visual equipment, paint sprayers.
Occasionally: jacks, dollies, personnel lift.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General ---- Must possess the following:
Bachelor’s degree in relevant field, such as industrial or graphic design, architecture, or other related field

Education or Training - Special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities
Knowledge of various techniques and applications of latex, oil paint, enamel and epoxy to surface finishes.
Knowledge of materials, techniques, and equipment used in woodworking, carpentry, and in working with laminates and plexiglas.

Experience - Length in years and kind
One year of professional museum experience in exhibits production preferred.

28. SPECIAL QUALIFICATIONS
State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Approved:

Signature of Employee Date Signature of Personnel Officer Date

Signature of Supervisor Date Signature of Agency Head or Appointing Authority Date