

Job Title: OPS Museum Technician

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

Position Summary:

Incumbents inspect, clean, and prepare artwork for conservation, storage and exhibition. Responsibilities may include matting, framing and hanging artwork; and maintaining paper and electronic records of art objects.

Requirements:

Education:

Associate's degree in art, art history, or a related field.

Experience:

Two years experience in art preparation.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Museum collections maintenance;
- Customer service principles;
- Recordkeeping principles;
- Using a computer and related software applications.

Skills:

- Maintaining and preparing museum collections;
- Preparing records and reports;
- Providing customer service;
- Using computers and related software applications;

- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbent may be subject to dusts, odors, and chemicals.

License:

Valid Florida Driver's License

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Restores, cleans, inspects and prepares a variety of artifacts and/or artwork for museum exhibits; may help set up exhibits as requested. Responsibilities may include matting, framing and hanging artwork.	Daily 55%
2.	Stores artifacts and/or artwork and maintains accurate records of museum inventory.	Daily 35%
3.	Prepares a variety of operational records and reports.	Daily 10%
4.	Performs other duties of a similar nature or level.	As Required

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