

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EXHIBITS TECHNICIAN

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions located at the Wisconsin Historical Society providing technical advice or consultation relating to the artistic planning and construction of displays, exhibits and booths. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These technical positions are located at the Wisconsin Historical Society and provide the artistic planning and construction of displays, exhibits and booths.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are for a majority of the time (more than 50%) engaged in custodial duties and are more appropriately classified as Custodian.
3. Positions that are for a majority of the time (more than 50%) providing duplicate printed materials and are more appropriately classified as Graphic Reproduction Technician.
4. All other positions that are more appropriately identified by other classification specifications.

- D. Entrance Into This Classification
Employees enter positions in this classification by competitive examination.

II. DEFINITION

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Positions in this classification develop the methods for displaying exhibit concepts through planning, designing and building of displays or exhibits. The displays themselves can be large, complex and require an artistic skill. Work instructions are general and provide latitude in the selection of techniques used to construct the displays. Restoration of artifacts may also be performed. This position acts as a consultant on display construction and the displays themselves, and may require knowledge of one or more subject matters including a variety of drawing, painting, and sketching. Responsibilities include: designing and conceiving exhibits using sketch or drafting techniques; constructing exhibits ranging from show cases to permanent buildings; restoring artifacts such as tools, furniture, and buildings, etc.; acting as a consultant in providing expertise for exhibits or subject material; approving expenditures of funds used in the construction of exhibits and displays; and directing the activities of a unit engaged in exhibit construction.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 1, 2003 and announced in Bulletin MRS-SC-161 to describe positions that have been collapsed as part of a classification modification project for technical classifications. Modifications included collapsing the series to a single level.

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