

## State of South Carolina

### Exhibition & Fabrication Specialist-Lead

<b>SALARY</b>	\$45,000.00 - \$55,000.00 Annually	<b>LOCATION</b>	Richland County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	161450
<b>AGENCY</b>	State Museum Commission	<b>DIVISION</b>	Exhibits
<b>OPENING DATE</b>	02/08/2024	<b>CLOSING DATE</b>	2/25/2024 11:59 PM Eastern
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	Online applications only.	<b>CLASS CODE:</b>	AH35
<b>POSITION NUMBER:</b>	60012909	<b>NORMAL WORK SCHEDULE:</b>	Other
<b>NORMAL WORK SCHEDULE (OTHER):</b>	Monday-Friday with occasional weekends and holidays.	<b>PAY BAND</b>	Band 5
<b>HIRING RANGE - MIN.</b>	\$37,860.00	<b>HIRING RANGE - MAX.</b>	\$70,054.00
<b>OPENING DATE</b>	02/08/2024	<b>EEO STATEMENT</b>	Equal Opportunity Employer
<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

### Job Responsibilities



As the storytellers of South Carolina, the South Carolina State Museum (SCSM) strives to share the rich, natural, and cultural diversity of the state through its permanent collections, programs, and exhibitions. The SCSM is the largest museum in South Carolina, stewarding over 1.1 million objects and specimens and welcoming 5 million+ visitors over its 35-year history. Located in central South Carolina, Columbia is renowned for its mild climate, affordable cost of living, vibrant downtown, and easy access to beautiful mountains and beaches. The museum has recently embarked on a multi-million-dollar

renovation of 150,000 square feet of its exhibition, programmatic and collection storage spaces occupying four floors of a historic 1890s textile mill on the National Register of Historic Places. We are committed to sharing the numerous and diverse stories of the state's past, present and future with our audiences. Come be a part of our team "reimagining" what the South Carolina State Museum can be for our next generation of visitors, students, and scholars.

Under limited supervision, plans and supervises exhibition design work, production, exhibition maintenance, and museum décor upkeep. Collaborates on exhibition schedule to optimize results considering time and resources. Oversees production and enhancements of the two- and three-dimensional aspects of the changing and traveling exhibits, the physical components of the permanent exhibits and galleries, and the visual enhancements and support of the agency's revenue opportunities. Coordinates required facility support for repairs, custodial services and maintenance, facility use setup and dismantling, and media operational assistance.

- Coordinates work assignments of Exhibition Design and Fabrication staff, acting as lead scheduler and consulting with the Chief Operating Officer (C.O.O.) on work assignments. Coordinates the work of outside designers, artists, fabricators, or technicians and reports performance issues to C.O.O. Attends interdepartmental meetings and represents department on committees and project teams. Administers weekend/holiday Exhibition turn-on schedules.
- Inspects and schedules maintenance and upkeep of cosmetic features of public areas and offices, including seasonal décor/themes. Provides labor resources for office moves, equipment, and fixture load-in/loadouts as scheduled.
- Coordinates exhibit component fabrication outside contract work, preparing quotes for the Museum Foundation, managing agreed contract deliverables and timelines with clients and staff, and requests invoices upon completion of jobs.
- Communicates with General Services department on facility maintenance work orders and supports routine building maintenance. Elevates major building project needs to Chief Operating Officer for resolution with Dept of Administration.
- Other duties as assigned.

## **Minimum and Additional Requirements**

### **Minimum Qualifications:**

- High School diploma with 2-5 years of exhibition design, or equivalent experience with related combination of museum, design experience.
- Familiar with Microsoft Office suite.

### **Knowledge, Skills, and Abilities:**

- Demonstrated design experience.
- Drafting and blueprint experience.
- Able to work well with diverse project teams and associated staff, meeting or exceeding team needs.
- Must display effective communication skills.
- Personnel scheduling experience.
- Knowledge of state procurement guidelines.
- Must be creative.
- Able to handle tight deadlines.
- Able to juggle multiple projects.
- Able to be flexible in work schedule and design approaches.
- Able to envision a variety of graphic and three-dimensional materials for exhibits, publications, programs and education.
- Knowledge of ADA and related accessibility guidelines.
- Able to be self-motivated and work with limited supervision.
- Must be driven and willing to manage quality results at a fast pace.
- Must make good decisions.
- Must work within budgets.

### **Work Environment and Essential Functions:**

- Must be available for occasional travel.
- Must possess a valid driver's license and be able to achieve certification to drive state vehicles.
- Must have physical ability to work in construction environments, including enclosed spaces, climbing, bending, lifting 25lbs, and completing tasks around dust, debris, and other obstacles.

## Preferred Qualifications

- Previous supervisory experience preferred.

---

### Agency

State of South Carolina

### Agency

State Museum Commission

### Address

301 Gervais Street

Columbia, South Carolina, 29202

### Phone

803-898-4939

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.