

The University of Texas at San Antonio

Job Description

Job Title: Exhibits Fabricator II
Code: 15293
Salary Grade: 55
FLSA Status: Non-Exempt
Department/Division: Department of Art and Art History/College of Fine Arts
Reports To: Chairperson, Department of Art and Art History

Summary

- Function: To provide advanced skills in carpentry, cabinetmaking, and plastics fabrication in the construction, mounting, installation, maintenance and repair of museum exhibits.
- Scope: Responsible for exacting use of a full range of hand and power tools, specialized equipment, and techniques to build and maintain exhibits.

Duties

- Typical:
 1. Reads and interprets blueprints and drawings. Performs wood and plastic fabrication, hand and spray painting, photo mounting, artifact handling and mounting. Uses special knowledge for problem solving.
 2. Inspects and repairs permanent and traveling exhibits.
 3. Docks and receives traveling exhibits and materials, and handles and stores heavy exhibit components and construction materials.
 4. Selects materials and accurately records and reports materials and time used on jobs.
 5. Maintains hand tools, shop machines, and spray equipment.
 6. Advises designers and assists in training entry-level employees.
 7. Performs other duties as assigned.
- Periodic:
 1. Drives trucks and vans to pick up and deliver exhibits and materials.
 2. Participates in committee work as departmental representative and attends workshops and seminars.

Education

Required	Preferred
High School Diploma or equivalent, plus some college or trade school courses in related areas such as: museum studies, history, art, design, etc. Extensive directly related work experience may substitute for post-high school education.	Associate or Bachelor's degree from college or trade school in related area.

Other Requirements

Required	Preferred
Duties require close cooperation with others and may involve public situations, making strong interpersonal skills essential.	N/A
Must have the ability to be highly flexible in order to meet the demands of rapidly shifting project priorities.	
Absolute deadlines make for a potentially stressful working environment.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Three years of directly related work experience demonstrating mastery of most skills and technical knowledge required in this position.	At least one of similar experience in a museum environment.

Equipment

Required	Possible
Basic and advanced hand and power tools and machines for working with wood and plastics - saws, drills, sanders, routers spray guns, table/band/radial arm/panel saws, planer, jointer, shaper, and wood lathe.	In addition to above, woodcarving, welding/brazing tools, and personal computer.
Photo mounting presses, heatstrip, heat gun, and torch for shaping plastics, forklift, pallet jack, and other materials handling equipment.	

Working Conditions

Usual	Special
Normal office and workshop environments, sometimes working in public areas. Some heavy lifting. Short lead times and absolute deadlines are common.	Some work outdoors in all seasons. Some overtime and travel required. Some hazard from tools and materials, requires caution.

Supervision

Received	Given
General instructions on projects from supervisor or department head. Employee will also work from written instructions and/or drawings. Will receive guidance as needed.	Assists entry level employees and unskilled helpers and volunteers as necessary to insure the most efficient and effective methods are being utilized.

Accuracy

Accuracy is required in all aspects of duties performed; proficiency in use of practical shop mathematics in solving problems of complex shapes and compound angles is required.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
