

## Update

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

**Job Purpose and Organizational Context**

Why the job exists:

throughout Alberta. The RAM Branch's Visitor Experience unit is instrumental in leading this work.

Reporting to the Manager of Design, Production and Operations, the Exhibit Designer is a member of the team of creative professionals in the Visitor Experience unit responsible for conceptualising, designing, and implementing a range of products the Heritage Division requires to operate its historic sites and museums and interpretive centres. The position is responsible for designing galleries, museum exhibits, and related products. The Exhibit Designer translates interpretive plans and raw content into the actionable exhibit and exhibition designs and plans that the team needs to build, install, and operate museum exhibitions and related interpretive products. The position is responsible for the preparation of concepts, preliminary drawings of proposed exhibits, final technical drawings, construction, and material details/specifications. They play a leadership role in the implementation of the designs by in-house staff and/or contractors, and can assist Exhibit Technicians and other team members in installing the finished product. This position can also develop way-finding systems, interactives, outdoor interpretive signage, mechanical components and other design-related elements required in the course of creating, operating and maintaining museum exhibitions, historic sites and other interpreted experiences.

This position collaborates with other stakeholders and team members in the unit to create exhibit designs and integrate exhibit products to achieve the objectives of the interpretive plan, to foster continuous improvement, and to sustain a culture of excellence and accountability.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **Conceptualize and design museum exhibitions, exhibits and other products to create holistic design solutions that meet project requirements or specifications.**

- Study interpretive plans, project plans and other related information to understand each deliverable's function and purpose and otherwise meet acceptance criteria.
- Seek and incorporate input from graphic designers, exhibit technicians, conservators and other colleagues involved in a project as required to ensure a holistic design approach that addresses object display criteria, lighting, presentation of visual (graphical) elements, wayfinding, learning programs, audio/visual and technical systems, hands-on interactives, and other specialized hardware and/or furnishings.
- Apply working knowledge of structural capacities, and relevant building code and fire code provisions to ensure finished products are sturdy, safe, and meet legal requirements; includes understanding when consultation or review by certified professionals (registered engineer, architects, etc.) is required.
- Review draft design documents with various stakeholders, and incorporating feedback as directed by the Manager.
- Prepare concept drawings, renderings, or models required by the design team during the design phase of a project, working with the Visitor Experience Researcher on developing and testing iterative prototypes.
- Prepare the measured drawings, construction drawings, rendering, budgets and/or manuals required to produce and install the final product in a safe and orderly manner.
- Research appropriate materials, finishes, hardware systems, fabrication methods, industrial finishes, assembly processes and installation techniques; research new exhibit technologies, materials and design trends and sharing key finding with colleagues.

### **Guide the execution of design plans and the ongoing operation and maintenance of museum exhibitions and other design products.**

- Liaise with staff that are fabricating and/or installing exhibitions, exhibits or other design products, and provide timely answers to questions from team members executing design plans, visiting the site regularly during installation.
- Develop detailed drawings and specifications require for in-house production of products; review shop drawings produced and respond to requests for information or suggested change orders.
- Oversee procurement of necessary goods and services, which can include obtaining design/budget approvals, quotes, preparing schedules, assisting with development of purchase requisitions and contracts, managing contracts and quality control.
- Guide and pitch in with fabrication or installation of exhibit components, as required.
- Evaluate and inspect the design and performance of exhibits and related products to make recommendations for improvement for current exhibits and future projects.
- Consult with colleagues and stakeholders where design elements (e.g., display cases, interactives, etc.) are identified as needing replacement, repair or modification and develop solutions.

### **Contribute to development and achievement of Visitor Experience Unit Plans and Priorities.**

- Collaborate with colleagues and project team members to meet each project's acceptance criteria in a safe, timely and cost-effective manner.
- Lead and participate in project teams as assigned.
- Liaise with team members to ensure proper and effective integration of different elements (A/V, Technologies, Media, Graphics) of the exhibit systems.
- Provide regular project status updates to the Manager and Project Coordinator as requested.
- Maintain as-built files and accurate record of site or gallery conditions, exhibit documents, material specifications, etc. for reference during maintenance and renewal.
- Participate in team meetings and other committees or project teams as assigned to represent graphic design perspectives.
- Assist with exhibition installation and tear down.
- Complete other related duties as assigned by the Manager.

### **Problem Solving**

Typical problems solved:

The Exhibit Designer is involved in projects from start to finish to accomplish the development, implementation, and maintenance of exhibits and interpretive elements and other public areas. The incumbent uses excellent communication skills to work collaboratively, often with a multi-disciplinary team, to plan and execute a resolution to an identified design problem. Because each exhibit is unique, the issues can be variable and require tailored solutions. The design process begins with gathering and researching key information and gaining an understanding of the space or area of concern, project stakeholders, and budget and schedule parameters. Working alongside other creators, the exhibit designer is challenged to generate concepts that meet interpretive plan priorities and project goals in an intuitive and engaging way. The Exhibit Designer is heavily involved in overseeing the development of the project, the coordination and production of all project components, and the final execution and installation of said elements. These tasks require a high degree of organization, effective communication, and efficient decision-making skills. The incumbent is challenged to find innovative and creative solutions to complex problems such as conflicting priorities, budget issues or scheduling delays.

Types of guidance available for problem solving:

Integral to success in this position is the ability to explore, consult and collaborate with knowledge experts and creative colleagues to identify and resolve design concerns and issues. By working collaboratively, the incumbent can gather advice and expertise from a wide variety of teammates from within conservation, curatorial and collections management, graphics design, media design, technical services, interpretive planning, and visitor experience research. Interaction with the Project Coordinator and Manager of Design, Production & Operations on a regular basis is necessary to ensure project work progresses in a timely manner and aligns with operational plans and quality standards. Conceptual thinking is applied to align designs to overarching interpretive plans and key priorities for each exhibit as well as more detailed thinking about specific exhibit products and how they will work together to achieve the overall design.

Problem solving is guided by overarching interpretive plans and branch priorities as well as exhibit design principles and leading practice. The Exhibit Designer also relies on their own professional knowledge and experience to anticipate, mitigate, and address issues as they arise. Issues with potential significant impact to the branch are discussed with the Manager and escalated when necessary.

Direct or indirect impacts of decisions:

The work of this position impacts:

- the department's priority to maintain and enhance the existing investment Alberta has made into the preservation of Alberta's history through the design of accessible exhibits for galleries in museums, historical sites, and interpretive sites.
- the function and appearance of the exhibits within Alberta government owned and operated museums, historic

sites, and interpretive centres. Regular exhibit upgrading, design and redevelopment is important to help ensure public satisfaction and positive visitor experiences. Exhibits designed by this position must be creative, engaging, and evocative to that visitors are impressed and intrigued and enticed to make subsequent visits to the various sites and museums.

- the ongoing collaborative culture of the Visitor Experience Unit. Moving an idea for an exhibit from concept to a design plan, to product development and then to execution/implementation requires the knowledge, skills, and input from all Unit roles; success depends on teamwork and communication across integrally interconnected roles.
- project parameters such as scope, budget, and timelines.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal

- Visitor Experience team members - collaborate extensively with all members of the team on design, implementation and maintenance of exhibitions and other products.
- Manager of Design, Production and Operations - regular interaction regarding direction, workload, priorities, and project updates.
- Project Coordinator - regular interaction regarding project plan development, updates and deliverables.
- Project Team members - interpret exhibit designs and provide guidance and consultation to accomplish the assigned projects; collaborate with multidisciplinary teams to develop and maintain exhibits - teams can include members from any unit within the branch, and from any branch within Heritage Division.
- Museum/Historic Site/Interpretive Centre staff - consult and collaborate to gain an understanding of the products they require within an exhibit.
- Alberta Infrastructure - collaborate on changes required to AI buildings to accommodate/ support new exhibits.
- Construction Services - collaborate on work related to historic buildings/ structures at Provincial Historic Sites.

### External

- Contractors and Vendors - provide inputs to procurement processes, lead straightforward procurements., develop and/or administer contracts; work with and provide direction as needed to contractors.
- Industry - maintain awareness of new developments, leading practices and standards for exhibit design; engage for complex problem-solving as needed.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Arts	

If other, specify:

Design, industrial design or related field.

Job-specific experience, technical competencies, certification and/or training:

### Education and Experience

- Minimum five (5) years experience in fields such as exhibit design, environmental design, industrial design, interior design, theatre design, and/or exhibit production. Equivalencies in education and experience will be considered.
- Project planning experience, particularly related to schedule and budget development; and proficiency with project coordination.

### Technical Competencies, certification and/or training

- Advanced knowledge of and experience with exhibition and exhibit design, fabrication, and installation.
- Proficiency with Windows PC platform and computer aided design programs (CAD, 3D modeling, etc.) Adobe Creative Suite, Microsoft 365, and comfort with learning new related software.
- Knowledge of how the use of design and production media, graphic design processes, artifact presentation, audiovisual presentation and display construction techniques all connect to complete an exhibit design.
- Understanding of ergonomics, materials properties and characteristics, fabrication/manufacturing processes,

drafting and aesthetics.

- Understanding of basic mechanics and engineering techniques.
- Ability to produce detailed drawings and interpret architectural/engineering blueprints.
- Ability to work both independently and in a team environment, depending on project assignments.
- Agility and flexibility to shift priorities across projects as needed.
- Leadership skills to provide guidance to other on the implementation of the exhibit design.
- Highly developed oral/written communication skills and visual/oral presentation skills.
- Strong interpersonal skills to work effectively with colleagues and stakeholders, product reps, suppliers, fabricators, designers, and interpreters.
- Knowledge of lighting design, techniques as well as special lighting requirements for artifacts and archival materials.
- Working knowledge of construction and fabrication methods, materials, hardware systems, finishes, assembly processes and installation techniques.
- Working knowledge of budgeting, and procurement tracking and reporting.
- Effective project planning and management skills.
- Strong organizational skills, and agility to coordinate the work for numerous projects simultaneously.
- Teamwork, collaboration skills and interpersonal skills to work effectively with colleagues, vendors, suppliers, etc.
- Demonstrated genuine respect of others' expertise and willing to learn from others.
- Working knowledge of safety regulations and material handling practices, including those stipulated by Alberta's OH&S Act and the Workplace Hazardous Materials Information System.
- Valid class 5 driver's license.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Engages the community and resources at hand to address issues:</b> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Each design product requires a different solution. There is no cut and paste; exercising creativity is a daily responsibility. The Exhibit Designer specific knowledge experts depending on the product being designed.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Collaborates across functional areas and proactively addresses conflict:</b> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> </ul>	Exhibit Designers collaborate across the unit to create design solutions for museum exhibits and historic site partners. This position demonstrates genuine respect of others' expertise and willing to learn from others. The incumbent acknowledges that others' points of view are valid,

		<ul style="list-style-type: none"> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	even when they are different from their own.
Systems Thinking	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	The unit has a large portfolio of sites (Heritage Division); understanding the plans for hosting exhibits in one site needs to be coordinated and considered in planning other design projects. When designing feature/temporary exhibits, the Exhibit Designer continually strives to add value to the investment, through designs that are holistic with the site mandate.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	Exhibit Designers take initiative, are required to self manage their work, and manage multiple exhibit products with often overlapping time frames.

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

---

Employee Name

---

Date yyyy-mm-dd

---

Employee Signature

---

Supervisor / Manager Name

---

Date yyyy-mm-dd

---

Supervisor / Manager Signature

---

Director / Executive Director Name

---

Date yyyy-mm-dd

---

Director / Executive Director Signature

---

ADM Name

---

Date yyyy-mm-dd

---

ADM Signature