

**Temporary (on call) Recruitment**

Museum Technical Specialist  
\$21.50 per hour with no benefits

The Oakland Museum of California Foundation has on going recruitment for experienced museum exhibition preparators, installers, mountmakers for current and future projects. The primary responsibilities for this position include technical arts and crafts work related to the building of museum exhibits and maintenance and storage of artifacts. Technical Specialists assist in the construction and maintenance of Museum exhibits and photo documentation of Museum collections.

**RESPONSIBILITIES** include but are not limited to the following:

- Assist Preparator in designing, building and installing museum exhibits; build and repair museum furniture, cases, props, walls and backgrounds; paint panels and walls for exhibits.
- Install and maintain special lighting, electrical and audio-visual wiring.
- Handle works of art, artifacts and specimens in a safe manner.
- Construct specialized storage and units for the protection of specimens and artifacts; pack artifacts and specimens for shipment; move artifacts in and out of storage, set up and disassemble exhibits.
- Clean and maintain exhibits and production areas.
- Photograph museum artifacts and exhibits for research, display, inventory, insurance or marketing purposes.
- Assist with exhibition production by contacting vendors for supplies and services; purchase supplies and equipment used for exhibit construction and maintenance; pick-up and deliver as needed.
- Perform maintenance on exhibits.
- Estimate materials, costs and labor needs for particular projects.
- Perform matting and framing of art work for exhibitions.
- Perform demolition of walls and exhibitry.

**MINIMUM QUALIFICATIONS**

**Education and Training:** Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to the completion of the twelfth grade and college level course work in exhibit building in a related arts and crafts field.

**Work Experience:** Three years of professional experience in exhibit building or a related field.

**Skills and Abilities:**

**Knowledge of a range of the following:**

- Exhibit building, carpentry, painting, mold making and casting
- Mountmaking techniques, i.e. plexi fabrication, metalwork, or sewing.
- Maintenance, handling and preservation of valuable Museum objects and artifacts.
- Basic cabinetmaking, which includes joinery, lamination, frame and woodwork, finish carpentry, machinery and hand tools.
- Surface preparation of varied materials for the application of finishes with brush, roller or spray techniques.

- Hanging sheetrock, taping and finishing.
- Basic photography skills, camera technique and print production.
- Museum collection management systems and technical reference materials and systems.
- Procedures regarding the use of stationary and portable power and hand tools.
- Basic technical skills related to wiring of sound and video installation systems.
- Computer skills in graphic layout, i.e. Photoshop, Indesign, Quark, CAD
- Safe work practices.

**Ability to:**

- Take design concepts to completion using a variety of skills and tools.
- Perform skilled arts and crafts tasks such as carpentry, construction, photography, fine painting, mold making, woodworking.
- Build and install exhibits, cases, furniture, props, walls and backgrounds.
- Follow conservation requirements for artifacts regarding handling, storing and controlling climate.
- Work safely with plastics, laminates, paints and hazardous materials relevant to the job.
- Read blueprints, drawings and design plans.
- Prepare reports, process purchasing paperwork and take notes as needed.
- Be trained and gain certification in forklift operation.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Perform lifting of 50lbs.

**Other Requirements:** Successful candidates must submit to and obtain background check and Fingerprint prior to being considered for employment.

**To Apply:**

***(Applications by U. S. mail only. Please no phone calls, emails, or drop in/offs.)***

*Missing employment application will not be considered. We will review all completed applications and you will only be contacted if we find your qualification fits our needs.*

Please download the employment application, send the completed employment application along with your resume and three references to:

History Preparator  
Oakland Museum of California Foundation  
1000 Oak Street  
Oakland, CA 94607

**Mission Statement**

Our mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.