

***Division of Parks and Recreation announces the opening of the following position:***

**Exhibits Coordinator**

Opening Date: June 15, 2012

Closing Date: when filled

**Starting Salary: \$13.00-18.00/hour**

**SUMMARY:** This is a one year term seasonal position with the possibility of extension with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of the Central Office in Dover, DE. This position will consist of approximately 35-40 hours per week and 29 hours per week from mid-December to mid-March.

The position is responsible for supervising the writing, editing, design, layout and printing of all State Parks design, fabrication and installation of statewide exhibits and development of other media. The position is responsible for ensuring interpretive media (interpretative signage, exhibits, and videos) are distinctive, attractive and informative to the public. Working with park personnel and contractors in order to meet the park's needs and within their budget restraints is a significant aspect of the work. In addition, the incumbent is responsible for designing, renovating, restoring and/or furnishing rooms at historical sites with the guidance of the Park Historian. Principal contacts are with contractors, Nature Center Managers, Park Interpreters, Park Administrators, Park Superintendents, museums, historians, and support groups/organizations (e.g. friends groups)

**ESSENTIAL FUNCTIONS:**

- Locates and recommends contractors, provides direction on assigned projects, monitors work/progress/project cost and evaluates and approves product.
- Conducts cultural, historical and natural resource research for exhibit development
- Meets with park personnel in order to determine their needs, determine whether projects can be done-in-house or needs to be contracted out, estimate cost, schedule/prioritize projects and create distinctive, attractive and interpretive exhibits, media and publications.
- Recommends needs such as equipment, supplies and printing for budgetary purposes. Monitors expenditures, writes job specifications and oversees bidding process for contractual design, exhibit fabrication or printing work.
- Designs, renovates, restores, and/or furnishes rooms at historic sites.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of principles, practices and techniques of graphic design and layout.
- Knowledge of the methods and techniques of designing and constructing exhibits.
- Knowledge of computer-aided graphic design equipment, scanners, and printers.
- Knowledge of the principles, practices and techniques of interpretive writing.
- Knowledge of natural, cultural and historic resources.
- Skill in effective communications.
- Ability to plan, prioritize and meet goals and objectives.
- Ability to establish and maintain effective working relationships with a variety of people.
- Ability to conceptualize and apply artistic skills to the design and development of interpretive media.

**JOB QUALIFICATIONS:**

1. Experience in exhibit design
2. Experience in graphics and printing work which includes planning, designing, creating and producing artistic visual materials, utilizing various techniques, and equipment for the development of

informational/educational media such as publications, exhibits, outdoor signage, displays and brochures.

3. Experience in cultural, historical, or natural resource research to provide context for exhibits, programs, tours, historical sites, and artifacts.
4. Experience in museum practices such as collection management, research, exhibit design, management and handling collections, and preservation or maintenance of historic buildings.

**BENEFITS:** This is a seasonal position with no benefits. Direct Deposit of paychecks will be required as a condition of employment for new employees.

The State of DE is AA/EOE.

**APPLICATION PROCEDURES:**

Please send resume, 3 references and a completed state seasonal application to:

Matthew Ritter  
Chief of Programming  
Division of Parks and Recreation  
152 South State Street  
Dover, DE 19901  
(302) 739-9187

Note: Applications are available on-line at

[http://www.dnrec.delaware.gov/parks/Home/Documents/Application\\_Seasonal.pdf](http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf)