

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HISTORICAL EXHIBITS DESIGNER

POSITION CODE: 18985
Effective: 12-1-2012

DISTINGUISHING FEATURES OF WORK:

Under direction, performs highly skilled work in the planning and designing of historically accurate exhibits; locates and collects artifacts related to the theme of the exhibit; schedules and transports exhibits to various state locations; assists local historical societies in the preparation of exhibits.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs research to develop historically accurate exhibits; develops ideas for new and changing exhibits.
2. Performs preliminary planning and layout of prospective exhibits; designs and constructs exhibits of historical materials.
3. Locates and collects artifacts related to the theme of the exhibit.
4. Corresponds with various exhibitors to establish showings; schedules and transports exhibits to locations throughout the State; makes speaking appearances and provides demonstrations as needed.
5. Handles necessary arrangements when exhibits are shipped by common carrier.
6. Attends professional meetings and seminars related to exhibit preparation and techniques; reviews current literature related to exhibits preparation and technique.
7. Assists local historical societies in the preparation of exhibits.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

HISTORICAL EXHIBITS DESIGNER (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in art, history, anthropology, and/or sociology or a related field.

Requires one year professional experience in exhibits preparation and historical research such as might be acquired at a museum or similar institution.

Knowledges, Skills and Abilities

Requires extensive knowledge of design and display techniques.

Requires extensive knowledge of the methods, techniques, tools, and materials used in the preparation and care of historical artifacts.

Requires working knowledge of American and Illinois History.

Requires working knowledge of historical research methods and techniques and of professional library procedures.

Requires working knowledge of various sources of available information which will facilitate the acquisition and display of historical artifacts.

Requires working knowledge of the functions, policies, and purpose of the State Historical Library.

Requires ability to design and construct historical exhibits.

Requires ability to use tools and materials in the preparation and care of historical artifacts.

Requires ability to perform historical research work.

Requires ability to express ideas clearly and concisely.

Requires ability to speak effectively before groups.

Requires ability to develop and maintain effective working relationships with collectors and holders of historical materials, historical society groups and officers, county officials and others.

Requires an appropriate valid driver's license.