



National Law Enforcement Museum

at the Motorola Solutions Foundation Building

National Law Enforcement Museum—Job Description

Position:	Exhibit Technician
Incumbent:	None
Reports to:	Curator
Direct Reports:	None

Position Summary: The Exhibit Technician will provide support for various areas of the National Law Enforcement Museum, with a focus on the preparation and maintenance of museum exhibitions. The Exhibit Technician will perform a wide variety of tasks (design, construction, and installation of exhibitions; artifact preparation and handling; troubleshooting and repairs; maintenance of exhibit lighting systems). The Exhibit Technician will prepare artifacts for display and assist with design and installation of temporary and permanent displays, working closely with the Collections Manager, Associate Curator, and Curator.

Background: Part of the National Law Enforcement Officers Memorial Fund, The National Law Enforcement Museum is located in Washington, D.C.'s historic Judiciary Square, across the street from the National Law Enforcement Officers Memorial. The museum, which opens in October 2018, is dedicated to telling the story of American law enforcement by providing visitors a "walk in the shoes" experience and is working to expand and enrich the relationship shared by law enforcement and the community through educational journeys, immersive exhibitions, and insightful programs.

Primary Duties and Responsibilities

- Perform handling of National Law Enforcement Museum objects and objects on loan;
- Fabricate object mounts; prepare artifacts for exhibitions; mat and frame documents and photographs
- Construct and design scale or full-size models of objects and gallery spaces;
- Install exhibit architecture and elements, such as cases, bases and interior built elements; mount and install exhibit graphics and wall panels;
- Produce specialized exhibit elements and paint and/or finish galleries, furniture, exhibit components and/or spaces as required;
- Work closely with curatorial team to support the design and installation of changing temporary exhibits and conduct maintenance and repairs of existing collection-based exhibits;
- Assist in transporting, uncrating, and handling artifacts by using established and approved fine art and artifact handling techniques; fabricate and pack shipping containers;
- Assist in lighting design and installation for all exhibits;
- Assist in installation and implementation of electronic devices (tablets; computer/TV screens and projectors);
- Perform related duties as assigned

Knowledge/Skills/Abilities:

- Minimum of 3-5 years production experience in exhibit installations and object preparation in a museum or cultural institution.
- Graduation from an accredited four-year college or university with major course work in museum studies, art, or related field is preferred
- Advanced carpentry skills
- Proficient computer skills, including Microsoft Office, Adobe Photoshop and InDesign, and CAD
- Ability to approach tasks and problems systematically and creatively to reach resolution.
- Strong self-initiative and follow-through.
- Excellent communication skills
- Strong interpersonal skills, with the ability to form and maintain positive work relationships.
- Strong organizational skills, with attention to details.
- Strong oral and written communication skills.
- Flexibility and adaptability in approach to work in a new museum.
- Ability to work efficiently and effectively in a fast paced environment.
- Familiarity with the law enforcement profession is desirable.
- Willingness to assist with initiatives and projects as needs arise throughout the organization.

Working Conditions:

Must be able to lift up to 50 pounds. Position requires frequent, sustained periods of sitting, as well as standing and movement. Work is performed in varied locations, including facilities in Maryland and Washington, DC; independent transportation is required to reach remote facility. Work locations may vary widely in temperature and may range from typical office environment to storage/warehouse environment.