

# JOB DESCRIPTION

## Benchmark Job #360

---

Ministry: Royal British Columbia Museum  
Branch: Exhibits  
Location: Victoria

Working Title: **Arts Technician**  
Level: Range 21  
Classification: Heritage Resource Officer

### PRIMARY FUNCTION

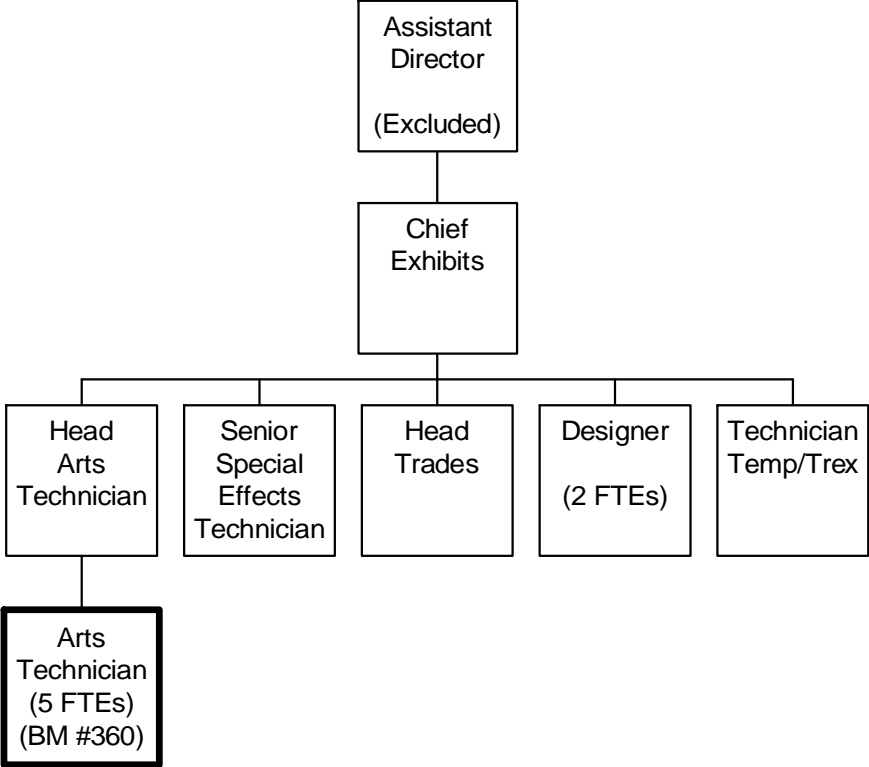
To design, produce, install and document exhibit components for the Museum's public programs.

### JOB DUTIES AND TASKS

1. Produces and installs exhibit components
  - a. examines design sketches, drawings, photographs and other materials in order to conceptualize the exhibit component that requires fabrication
  - b. determines a design and a methodology for assembling or creating the exhibit component and calculates the type and amount of materials that are required
  - c. makes models and moulds and creates casts and forms
  - d. shapes materials such as wood, plaster, clay, stone and metals and models plastic substances
  - e. creates colour sketches and lay-ups
2. Designs exhibit components and develops model making and exhibit construction techniques and prototypes
  - a. creates realistic exhibit components
  - b. modifies existing or develops new model making and exhibit construction techniques and prototypes through consultation and research of documents and processes
  - c. experiments with new methods and uses of materials in the production of exhibits and components
  - d. tests new products
  - e. plans the production of new types of exhibits
3. Performs other related work, as required
  - a. frequently provides technical direction to tradespeople, collections technicians and gallery operations technicians
  - b. assists with design and construction of exhibits
  - c. regularly lifts and carries moderately heavy containers of casting materials

ORGANIZATION CHART  
Benchmark Job #360

---



## REASON FOR CLASSIFICATION

Benchmark Job #360

Job Title: Arts Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principle of physical arts and model making to create realistic exhibit components from various materials for display in a museum.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to modify model making and exhibit construction techniques to work with new materials or to plan the production of new types of exhibits.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Discretion required to exchange information needing explanation to tradespeople as to how exhibits are to be assembled.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> High level of coordination and dexterity is required to manually perform hand work requiring a delicate touch to make models, molds and cases.</p>	E	33
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by standards and overall exhibit plans, applies accepted work methods in a different way to develop new techniques in creating realistic exhibits and models.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to calculate cost for the type and amount of materials.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility for physical assets in the form of models and exhibits components which can be time consuming and expensive to create.</p>	D	22.5

## REASON FOR CLASSIFICATION

Benchmark Job #360

Job Title: Arts Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide direction to tradespeople, collections technicians and others.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to operate power and sanding tools where others are exposed.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently perform detailed work necessary to complete exhibits models.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort is required to regularly lift and carry moderately heavy containers of casting material.	D	18
12	<b>SURROUNDINGS</b> Exposure to dust frequently when sanding on models.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from the regular lifting and carrying of moderate weight containers of modeling materials.	B	4

**Total Points: 727.5**

**Level: Range 21**