

# **CAREER GUIDE FOR EXHIBIT DESIGNER**

SOC Code: 27-1027.02

Pay Band(s): 3 and 4 ([Salary Structure](#))

**Standard Occupational Description:** Plan, design, and oversee construction and installation of permanent and temporary exhibits and displays.

**Exhibit Designer positions in the Commonwealth are assigned to the following Roles in the [Media and Production Services Career Group](#):**

[Media Specialist II](#)

[Media Specialist III](#)

While Exhibit Designers within the Commonwealth are all located within the Media and Production Services Career Group, individuals may want to pursue other opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Education Support Services](#)

[Public Relations and Marketing](#)

[Architecture and Engineering Services](#)

[Training and Instruction](#)

## **SKILLS, KNOWLEDGE, ABILITIES AND TASKS**

(Technical and Functional Expertise)

### **Skills**

***Note:** The technical and functional skills listed below are based on general occupational qualifications for Exhibit Designer commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Analyzing needs and product requirements to create a design.
2. Adjusting actions in relation to others' actions.
3. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
5. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
6. Using mathematics to solve problems.
7. Understanding the implications of new information for both current and future problem-solving and decision-making.
8. Talking to others to convey information effectively.
9. Installing equipment, machines, wiring, or programs to meet specifications.
10. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

## **Knowledge**

**Note:** The technical and functional knowledge statements listed below are based on general occupational qualifications for Exhibit Designer commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

### **The Knowledge of:**

1. Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
2. Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
3. Theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

## **Abilities**

**Note:** The technical and functional abilities listed below are based on general occupational qualifications for Exhibit Designer commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

### **The Ability to:**

1. Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
2. Communicate information and ideas in speaking so others will understand.
3. Imagine how something will look after it is moved around or when its parts are moved or rearranged.
4. Listen to and understand information and ideas presented through spoken words and sentences.
5. Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
6. Make fast, simple, repeated movements of the fingers, hands, and wrists.
7. Match or detect differences between colors, including shades of color and brightness.
8. See details at close range (within a few feet of the observer).
9. Speak clearly so others can understand you.
10. Communicate information and ideas in writing so others will understand.

## **Tasks**

**Note:** The following is a list of sample tasks typically performed by Exhibit Designer. Employees in this occupation will not necessarily perform all of the tasks listed.

1. Prepares preliminary drawings of proposed exhibit, including detailed construction, layout, material specifications, or special effects diagrams.
2. Arranges for acquisition of specimens or graphics, or building of exhibit structures by outside contractors to complete exhibit.
3. Inspects installed exhibit for conformance to specifications and satisfactory operation of special effects components.

4. Submits plans for approval, and adapts plan to serve intended purpose or to conform to budget or fabrication restrictions.
5. Designs, draws, paints, or sketches backgrounds and fixtures for use in windows or interior displays.
6. Oversees preparation of artwork, construction of exhibit components, and placement of collection to ensure intended interpretation of concepts and conformance to specifications.
7. Confers with client or staff regarding theme, interpretative or informational purpose, planned location, budget, materials, or promotion.
8. Designs display to decorate streets, fairgrounds, building or other places for celebrations, using paper, cloth, plastic, or other materials.

## **INTERESTED?**

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

The occupation of Exhibit Designer has **Artistic**, **Realistic**, and **Enterprising** characteristics as described below:

**Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

**Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

## **LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS**

Generally this is not required for Exhibit Designer positions in state government.

## **EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES**

Exhibit designers work with curators, art and museum directors, and trade-show sponsors to determine the most effective use of available space.

A bachelor's degree is required for most entry-level design positions.

Formal training for some design professions also is available in 2- and 3-year professional schools that award certificates or associate degrees in design. Graduates of 2-year programs normally qualify as assistants to designers, or they may enter a formal bachelor's degree program. The Bachelor of Fine Arts degree is granted at 4-year colleges and universities. The curriculum in these schools includes art and art history, principles of design, designing and sketching, and specialized studies for each of the individual design disciplines, such as garment

construction, textiles, mechanical and architectural drawing, computerized design, sculpture, architecture, and basic engineering.

The State Council of Higher Education lists the following Virginia educational institutions having a design and visual communication program: Radford University and Virginia Commonwealth University.

For general information about art and design and a list of accredited college-level programs, contact: National Association of Schools of Art and Design: <http://nasad.arts-accredit.org/>

Virginia's museums are the primary employers of Exhibit Designers. For more information on the museums in Virginia, see the web site

[http://www.virginia.gov/cmsportal/education\\_836/education\\_1007/museums\\_1266/index.html](http://www.virginia.gov/cmsportal/education_836/education_1007/museums_1266/index.html)

## **COMMONWEALTH COMPETENCIES**

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

### **The Commonwealth Competencies are:**

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to:

[http://jobs.state.va.us/cc\\_planningctr.htm](http://jobs.state.va.us/cc_planningctr.htm). For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

## **COMMONWEALTH CAREER PATH**

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example: **Exhibit Designer**

PAY BANDS	PRACTITIONER ROLES
3	Media Specialist II
4	Media Specialist III

PAY BANDS	MANAGER ROLES
4	Media Manager I
5	Media Manager II

### **Sample Career Path**

#### **Media Specialist II**

The Media Specialist II role provides career tracks for exhibit designers whose duties range from entry-level to advanced-level. Duties include design, fabrication and maintenance of exhibits.

#### **Media Specialist III**

The Media Specialist III role provides a career track for exhibit designers whose expertise levels vary from advanced level to supervisory. Duties may include design projects and promotional objectives and supervising production and maintenance of exhibits.

#### **Media Manager I**

The Media Manager I role provides a career track for managers responsible for directing major exhibit and gallery projects or complex graphic design programs. Duties include leadership and creativity in managing: a department that plans, develops, coordinates, and monitors the production of multiple concurrent exhibits and gallery projects that meet aesthetic and conservatorial standards as well as time and budget allowances.

#### **Media Manager II**

The Media Manager II role provides a career track for managers responsible for providing leadership and creativity in directing multi-media services used by state agencies for promotional, educational and informational purposes. Areas of responsibility include state distance learning programs and/or graphic communications.

## **ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:**

O\*NET (Occupational Information Network)

[http://online.onetcenter.org/gen\\_search\\_page](http://online.onetcenter.org/gen_search_page)

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network <http://www.vacrn.net/>