

IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Exhibit Designer	
Position Number	Community	Division/Region
71-12445	Yellowknife	Culture and Heritage / HQ

PURPOSE OF THE POSITION

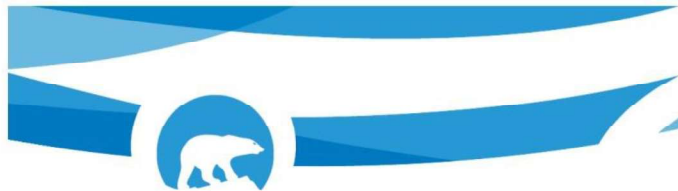
The Exhibit Designer is responsible for providing graphic design services at the Prince of Wales Northern Heritage Centre (PWNHC) for museum exhibits and promotional materials. This work reflects a public-facing aspect of the Government of the Northwest Territories' Culture and Heritage division and plays an important role in the education and enjoyment of PWNHC's visitors from the North and around the world.

SCOPE

The PWNHC is mandated to present the history, art, culture and heritage of the Northwest Territories (NWT) through permanent, temporary, traveling and on-line exhibits. The expectations for designing quality exhibits are high, as these presentations represent the stories integral to the culture and heritage of the Northwest Territories (NWT).

Located in Yellowknife, the Exhibit Designer reports to the Senior Exhibit Designer, and provides exhibit graphic design services and interpretive messaging for museum and promotional products. The incumbent is also responsible for assisting with the production and installation of museum exhibits.

This position requires the incumbent to apply considerable attention to detail when designing promotional materials and exhibits, including balanced layout, colour selection and rendition, font selection, and design proofing. Design-based work is done primarily in an office environment. Daily assistance in other museum spaces such as galleries, labs and workshop will be required.



RESPONSIBILITIES

1. Exhibit graphic design services and interpretive messaging for museum.

- Participate as a team member in all aspects of planning, designing and developing museum exhibits.
- Participate in developing themes and interpretive messaging.
- Prepare plans, drawings, mock-ups and other review materials during the exhibit development process.
- Design museum graphic panels and labels.
- Prepare cost estimates for production of exhibit graphics.
- Provide specifications for exhibit components produced by third party agencies and ensure that those products are produced according to specifications.

2. Graphic design services for Culture and Heritage Division.

- Design brochures, posters and other printed communication tools using industry-standard design techniques, software and equipment.
- Create graphics for electronic media.
- Ensure continuity of PWNHC graphic design by providing specifications to produce communications products by third party agencies and ensures final products meet PWNHC standards.
- Provide graphic design advice to other Culture and Heritage staff.

3. Assist with the production, installation, and maintenance of museum exhibits.

- Works with other museum professionals (Senior Exhibit Designer, Archivists, Curators, Conservators, Heritage educators) and outside consultants, including traditional knowledge holders, to create exhibits.
- Assists with exhibit installation, including light-duty construction.
- Participates in the ongoing maintenance of exhibits.

WORKING CONDITIONS

Physical Demands

There is a moderate level of physical effort required including installing exhibits, lifting and moving heavy objects, working on tall ladders and several hours of standing at a time.

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of theories and industry standards for the graphic design and production of museum exhibits.
- Knowledge of design-related fabrication materials such as wood, plastics, paints, framing of printed materials, mounting hardware.
- Knowledge of, and / or the ability to acquire and apply knowledge of Indigenous languages and fonts.
- Knowledge of museum interpretive planning.
- Knowledge of Content Management Systems (CMS) for websites.
- Skilled in all aspects of graphic design.
- Skills working with a variety of design software, including, Photoshop, InDesign, Illustrator and Microsoft Word.
- Ability to creatively collaborate, problem solve and compromise in a team-based environment.
- Ability to propose, present and explain design solutions to working groups with diverse backgrounds.
- Ability to work in a self-directed environment on the production of graphic design work, on time and on budget.
- Ability to provide graphic design and communication solutions to meet the needs of diverse audiences.
- Ability to consider diverse literacy levels across the general population when developing documents and resources.
- Ability to provide high attention to detail.
- Ability to proof designs and text.
- Ability to assist in exhibition installation work including light carpentry, painting, use of small power tools, installation of graphic panels and vinyl.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A diploma program in graphic design and three (3) years of relevant experience that also includes one (1) year of developing exhibits for a museum, art gallery or cultural / interpretive centre.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred