



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### SET AND EXHIBIT DESIGNERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Set and Exhibit Designers-B	J1027B	50	
Set and Exhibit Designers-O	J1027O	55	
Set and Exhibit Designers-A	J1027A	60	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Design special exhibits and movie, television, and theater sets. May study scripts, confer with directors, and conduct research to determine appropriate architectural styles.

### Nature of Work

Set and exhibit designers are responsible for the design of exhibits, movies, television, and theater sets. They may study scripts, confer with directors, and conduct research to determine appropriate architectural styles. They are required to be present throughout every aspect of the development stage. The set designer is responsible for the selection of all decorative elements along with the selection of staff that create sketches, drawings, and creative artists that do graphic and animated work. Exhibit designers commonly work with art museum directors and curators, where they play an important role in figuring out the best use of museum space for displaying the museum's art or artifacts.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist with the planning, scale drawings, models, and other steps towards designing exhibits.
- Employees assist in completing a designs collaborative basis and conducts research relevant to exhibition project development.

### Recommended Education and Experience for Full Performance

Associates Degree in Design, Architecture, Applied Arts, Fine Arts, or Graphic Design or related field and two (2) years of experience in exhibition design and fabrication.

### Minimum Qualifications

High School Diploma or GED and one (1) year of experience in exhibition design and/or fabrication.

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### Operational

- Employees in this Role are responsible for design development.
- Employees provide scale drawings, models, mock-ups, case design and graphic design.
- Employees coordinate all technical and aesthetic phases of exhibitions; conduct research relevant to exhibition project development.

### Recommended Education and Experience for Full Performance\*

Associates Degree in Design, Architecture, Applied Arts, Fine Arts, or Graphic Design or related field and four (4) years of experience in exhibition design and fabrication.

### Minimum Qualifications

High school diploma or GED and two (2) years of experience in exhibition design and/or fabrication.

### Advanced

- Employees in this Role are responsible for exhibitions design development to include exhibit schedule, budget, and materials from concept to execution.
- Employees serve as a project coordinator utilizing multidisciplinary teams.

### Recommended Education and Experience for Full Performance

Bachelors Degree in Design, Architecture, Applied Arts, Fine Arts, or Graphic Design or related field and two (2) years of experience in exhibition design and fabrication.

### Minimum Qualifications

Associates Degree in Design, Architecture, Applied Arts, Fine Arts, or Graphic Design or related field and two (2) years of experience in exhibition design and/or fabrication. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**Fine Arts** — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

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**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

### Skills

**Active Listening** — 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.

**Time Management** — Managing one's own time and the time of others.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Operations Analysis** — Analyzing needs and product requirements to create a design.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*