

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. GARTDESEA05R

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DNR-NATURAL RESOURCES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> GRAPHIC ARTS DESIGNER-E	<b>10. Division</b> Michigan History Center
<b>5. Working Title (What the agency calls the position)</b> GRAPHIC ARTS DESIGNER	<b>11. Section</b> MUSEUM
<b>6. Name and Position Code Description of Direct Supervisor</b> VOIGT, TOBI M; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b> EXHIBITS
<b>7. Name and Position Code Description of Second Level Supervisor</b> CLARK, SANDRA S; STATE OFFICE ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 702 W. Kalamazoo Street, Lansing, MI 48915 / Monday – Friday, 8:00 am – 5:00

**14. General Summary of Function/Purpose of Position**

The position provides graphic arts design, fabrication and installation services for the Michigan History Museum system. Projects include graphic panel design for temporary and permanent exhibits at the Center's 12 museums and historic sites as well as signage for outdoor interpretive heritage trails throughout the state. The work involves analysis and organization of the work and ideas of historians and community members to create a coherent, engaging experience for visitors, as well as researching images and designing overall exhibit frameworks and illustrations. The work includes skilled digital preparation of production-ready interpretive signage; printing and mounting exhibit materials in house; working with contract fabricators to ensure accurate production and on-time delivery; ensuring adequate mounting systems or kiosks; and installing exhibitions at locations around the state.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 50**

Design and produce interpretive signage and/or multimedia for exhibits located throughout the Michigan History Museum system.

**Individual tasks related to the duty:**

- Designs publications, displays, exhibits, signs, and other materials for graphic demonstrations and presentations.
- Translate ideas and themes into physical space layouts.
- Work with collections curators on artifact selection and appropriate mounting.
- Design, print and mount graphic elements of the exhibit from wall-sized backdrop images to individual artifact labels.
- Design graphic elements for exhibits and work with external fabricators on production and delivery.
- Create multi-media elements of the exhibits with historians, curators, and other graphic designers, as applicable.
- Produce digital production-ready signage

**Duty 2**

**General Summary:**

**Percentage: 25**

Create and assist with outdoor interpretive signage for the Heritage Trails program and at the Michigan History Museum outstate museums and historic sites, including seven that are in Michigan State Parks.

**Individual tasks related to the duty:**

- Confers with the Heritage Trail Coordinator (Historian) and community members to determine the intellectual and graphic theme for each trail, working on 1-2 trails each year.
- Work with history and natural resources staff to determine content and location of signage and types of images and total amount of information that can be in any one location along a trail of 10-30 or more miles.
- Recommend ways to enhance the visitor heritage experience along the trail.
- Makes preliminary determination on contracts as to what materials will be used for production and mounting apparatus on trails.
- Evaluate effectiveness of signs in engaging and communicating with visitors and recommend future modifications or additions.

**Duty 3**

**General Summary:**

**Percentage: 20**

Designs publications, displays, exhibits, signs, and other materials used in graphic demonstrations and presentations for Michigan History Center-wide projects and initiatives.

**Individual tasks related to the duty:**

- Prepares graphs, charts, maps, diagrams, posters, layouts, slides, and design formats for publications, pamphlets, signs and other forms of graphic art presentation requiring interpretation of information.
- Develop graphics and/or multimedia clips for use in Center social media.
- Design print materials for K-12 education materials, like lesson plans, gallery activities, etc.
- Design or update program and event signage, such as Archaeology Day programs and flyers
- Design some minor promotional materials, like flyers and simple print ads.
- Design the MHC annual report.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:**

- Participate in center-wide teams and projects

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Images to use and how to use them; overall design of interpretive panels; where text needs to be cut or reworked. These decisions effect the overall success of the Center exhibits in attracting and engaging visitors in the subject matter and making history fun and inspiring.

17. Describe the types of decisions that require the supervisor's review.

Exhibition development plans and timelines; resolving differences of opinion among team members. A supervisor reviews or delegates review of final interpretive materials before they go into production.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Repetitive use of mouse and computer.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The individual in this position provides professional graphic design work and coordination with multiple museum and Michigan History Center programs.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The graphic design work has become entirely computer driven, requiring high technical skills in multiple programs, including graphic, audio and video production. This position has used Adobe graphic design programs, including Photoshop InDesign and Illustrator, as well as three-dimensional modeling programs, like SketchUp. This new position is beginning to expand into both audio and video production using Adobe Premier and other software.

25. What is the function of the work area and how does this position fit into that function?

The work area creates history exhibitions and outdoor interpretive experience for visitors and residents seeking experiences that are fun, engaging and inspiring.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Two years of college (60 semester or 90 term credits) with course work in art, art education, or graphic art design.

Alternate Education and Experience: Two years of commercial art or graphic presentation experience may be substituted for the education requirement.

**EXPERIENCE:**

**Graphic Arts Designer 9**

One year of experience in commercial art or graphic presentation.

**Graphic Arts Designer 10**

Two years of experience in commercial art or graphic presentation equivalent to a Graphic Arts Designer, including one year equivalent to a Graphic Arts Designer 9.

**Graphic Arts Designer E11**

Three years of experience in commercial art or graphic presentation equivalent to a Graphic Arts Designer, including one year equivalent to a Graphic Arts Designer 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of graphic arts computer programs, including In-Design, Photoshop, and Illustrator.
- Knowledge of image quality required for various types of production.
- Knowledge of ADA and universal access requirements and best practices.
- Knowledge of interpretive signage production methods and suppliers.
- Ability to work with community members and other team members who have varied subject-matter knowledge and aesthetic tastes
- Ability to create engaging and inspiring graphic design

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Supervisor

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

MAGDALENA THUMSER \_\_\_\_\_ 11/9/2022 \_\_\_\_\_

Appointing Authority

Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_

Employee

Date