

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.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Graphic Arts Designer-E	10. Division MICHIGAN HISTORY CENTER
5. Working Title (What the agency calls the position) GRAPHIC ARTS DESIGNER	11. Section MUSEUM
6. Name and Position Code Description of Direct Supervisor PAPINEAU, MEAGAN A; WOC DEPARTMENTAL MANAGER-2	12. Unit EXHIBITS
7. Name and Position Code Description of Second Level Supervisor VOIGT, TOBI M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work MICHIGAN HISTORY CENTER, 702 W. KALAMAZOO STREET, LANSING, MI 48915 / 80 hours per pay period
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. Design publications, displays, exhibits, signs, and other materials used in graphic demonstrations and presentations for Michigan History Center-wide projects and initiatives.	

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

Individual tasks related to the duty:

- Work with the Heritage Trail Coordinator (Historian) and community members to develop 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.
- Work with history and natural resources staff on ways to enhance the visitor heritage experience along the trail.
- Assist with recommendations of future modifications or additions of signs for engaging and communicating with visitors

Duty 3

General Summary: **Percentage: 20**

Design 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:

- Prepare 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:

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

Graphic layouts for individual exhibition panels, working with curator and collections staff to obtain images and collections information.

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

Overall design plan for interpretive panels, 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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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.

New position

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.

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.

Alternate Education and Experience

Graphic Arts Designer 9 - 13

Two years of commercial art or graphic presentation experience may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and techniques of graphic composition, and the use of two or more colors.
- Knowledge of the principles and practices involved in graphic presentation of statistical, scientific, and historic information, and other informational subject matter.
- Knowledge of fabric, color combinations, lighting effects, wood trim and other materials suitable for exhibits.
- Knowledge of computer hardware and software used in graphic arts production, including In-Design, Photoshop, and Illustrator.
- Ability to adapt and graphically present various types of information.
- Knowledge of ADA and universal access requirements and best practices is preferred.
- 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 compose attractive and informative exhibits and displays.

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

4/18/2024

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