

LIBRARY DISPLAY DESIGNER

DISTINGUISHING FEATURES OF THE CLASS: This is scheduling and display work performed in a public library. It involves communicating with artists, patrons and library personnel; displaying photographs and art, collections, archival material and ephemera; and creating banners, fliers, signs and wall size displays. The work is performed under the supervision of the library director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interacts with individuals who want to exhibit their work and works closely with the Library

Arts Advisory Board in selecting work to be exhibited;

Prepares and mounts a variety of items for exhibit (e.g., framed art, sculpture, quilts, posters);

Collects biographical data and digital photographs of work from exhibitors;

Schedules what and when items will be exhibited;

Prepares and distributes publicity and press releases about the exhibitor and exhibit;

Creates wall size displays using a variety of media such as watercolors, fabrics, objects;

Creates displays, banners, and signs and related promotional documents utilizing desktop

publishing software and specialized programs such as Photoshop;

Creates window and exhibit case displays;

Takes photographs and manipulates digital images for both online, print, archival and display purposes;

Recommends supplies and equipment such as molding, lighting, ladders, to enhance displays and make them aesthetically pleasing;

Meets with community groups for the beautification of the library grounds and decides where annuals, bulbs, etc. will be planted;

Orders supplies for displays;

Prepares updates for library website.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of drawing and design; ability to understand and execute simple oral and written instructions; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; ability to create original art*; ability to operate computers and use word processing, desktop publishing and graphics software*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of paid public contact work experience** and one (1) year of paid work experience creating original art (basic pen and pencil drawings, water colors, graphics, photography, etc.) and producing programs, newsletters, fliers, banners and/or displays.

NOTES:

1. Academic, technical, or vocational training may be substituted for high school on a year-for-year basis.
2. An Associate's degree or higher in Art, Art Education, Fine Arts, Graphic Arts, or related, may be substituted for the one (1) year of paid work experience creating original art and producing programs, newsletters, fliers, banners and/or displays.

(over)

*To be demonstrated during the probationary period.

** Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.

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Competitive

12.27.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.