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## Library Exhibits Technician

### Library Exhibits Technician: Roles and Responsibilities

- Assists in the production, installation, and maintenance of exhibits across the YUL system, including BRBL, Haas Arts Library, Lewis Walpole Library, Manuscripts and Archives, and Sterling Memorial Library.
- Works directly with curators, librarians, archivists, Library staff, faculty, and students in planning and designing exhibit installations.
- Participates in item selection for exhibition with individual curators to determine physical and environmental display concerns and needs. Refers items to conservators and coordinates treatment work with master production schedule. Responsible for maintaining exhibit item list on project SharePoint site.
- Responsible for maintaining Exhibit Production Calendar and creating Outlook meeting appointments and reminders for all necessary deadlines.
- Maintains exhibition documentation, customized exhibition production inventory lists, selection tracking tools, spatial visualization tools, and label copy templates.
- Provides manuals and mentoring for exhibition curators.
- Coordinates all digitization requests and workflows.
- Designs and fabricates mounts, mats, frames, and book cradles for a wide array of Library collection materials predominantly held in the Library's special collections.
- Oversees the tracking and transportation of loans for SML exhibitions. With YUL conservators, organizes and supervises the proper handling, packing, and unpacking of art objects loaned between YUL libraries and collections for SML venues.

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