

Job Announcement
Fabrication Supervisor

Full time, 37.5 hours per week
Competitive compensation plus excellent Benefits
Duration of employment: through December 2012

Deadline for application: June 16, 2011

The Oakland Museum of California Foundation is currently seeking a highly qualified individual to serve as a Fabrication Supervisor oversees day-to-day exhibit fabrication by the technical specialists. He/She will coordinate the workflow from the design team and prioritize the assignments. He/she will ensure safety standards are met on the jobsite and document the construction materials and methods for future reference. The Fabrication Supervisor will also develop quality standards that are maintained throughout the exhibit to ensure consistency across the gallery.

ESSENTIAL FUNCTIONS Duties may include, but are not limited to, the following:

- Works with Design Team, Project Manager and Production Manager to work out details of constructability, economy and labor requirements. May assign drawing to a technician with CAD skills to flesh out details for builders.
- Schedules workflow and prioritizes building team's assignments. Will check progress daily with Production Manager.
- Assists in procurement and installation of temporary workspace in the gallery and ensure safety and house-keeping standards are met.
- Performs layout and hands-on fabrication as needed for duration of project.
- Track materials and maintain adequate inventory in a timely manner to sustain workflow.
- Promotes use of sustainable source building materials and conscientious recycling of scrap materials.
- Functions as liaison with outside contractors when and if necessary.
- Oversees procurement and maintenance of tool inventory.

MINIMUM QUALIFICATIONS

Education and Training: College degree or equivalent.

Work Experience: 3 years experience in the museum field in the area of fabrication or similar experience in the construction industry.

Skills and Abilities:

- Demonstrated capabilities in woodworking, finish carpentry, painting, modelmaking and construction documentation.
- Demonstrated ability to read and interpret blueprints, exhibit plans and specifications.

- Knowledge of principles of supervision including employee motivation, evaluation and discipline.
- Knowledge of training practices and procedures used in production as well as safety.
- Ability to manage multiple tasks simultaneously.
- Demonstrated ability to estimate costs and maintain schedule to completion.
- Cultivate and maintain positive relations with OMCA staff, volunteers and OMCA visitors.
- Possess excellent written, verbal and delegation skills.
- Experience with designing and building interactive exhibits a plus.
- Ability to conceptualize and execute modifications to existing casework in situ a plus.

TO APPLY: Please email a resume and cover letter with three references to:

John Perry
jperry@museumca.org

MISSION STATEMENT

The Oakland Museum of California's mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.