

Museum Preparator
Part Time - Temporary
Hourly - Non-exempt

Position Reports to:

Museum Lead Preparator & Museum Director

General Statement of Duties:

Working with Lead Preparator, Museum Director, museum staff, outside consultants, artists and contractors, this position builds exhibitions that effectively present fine art to a wide range of visitors. This position is also responsible for the planning, movement, physical handling, preparation and installation/deinstallation of all works of art which are owned and/or exhibited at The Center; as well as for the modification/ fabrication of gallery spaces and design elements for each Museum exhibition. Key responsibilities include art handling and display, packing, crating, transporting, and maintenance of exhibitions, galleries, art storage areas, and preparatory spaces.

Examples of Duties Performed:

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

- Participates in the fabrication and installation of exhibits (including mat-cutting and framing for works of art on paper, packing and unpacking; exhibition graphics, signage, and labels; wall construction and painting; lighting; display fixtures and mounts; technical details) insuring the highest quality within available resources.
- Shop maintenance and equipment repair and maintenance in compliance with an emphasis on all applicable safety standards and regulations.
- Ensures the proper use and care of Museum equipment, tools, materials and supplies.
- Shop upkeep, daily cleaning, and refuse removal.
- Maintain artworks at the discretion of the Museum Registrar.
- Assist with Museum events, including set up and breakdown of equipment.
- Graphics production and installation.
- Art handling, packing, crating, loading, and transport.
- Other duties as assigned.

Qualifications, Knowledge, Skills, and Abilities

- Knowledge of equipment use and safety standards and practices.
- Commitment to the goals and mission of the Museum.
- Knowledge of art handling procedures for two-and three-dimensional art objects in a variety of materials, sizes, and weights, including the rigging and movement of art; mount making principles, and lighting concepts.
- Ability to communicate detailed information in a clear and concise manner with colleagues and to function well under pressure and in time-sensitive situations and under the pressure of handling high-value objects.
- Use of basic shop tools and equipment.
- Light construction skills.

- Knowledge of safety regulations, practices, and procedures as well as occupational hazards and standard safety precautions necessary in Museum workshops.
- Ability to work independently and as part of a team.
- Knowledge of safe art storage, packing, crating, and transport techniques and procedures.

Experience and Training

- Two years experience in art/art-related setting.
- Course work in Studio Art, Art History, or Museum Studies preferred.
- Experience in construction/fabrication and related design training.
- Art handling experience essential.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move up to 40 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate to loud.

Revised 6/2/2010