

## **Job Description**

### **Preparator**

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The Preparator performs all duties related to exhibition preparation; including but not limited to, installation, de-installation, packing, shipping, and receiving artwork and coordination of necessary staff and materials. Work includes but is not limited to exhibition design and construction.

#### **Organizational Relationship**

The Preparator reports to the Curator of Art and Research and works closely with the Registrar and Associate Curator of Art.

#### **Responsibilities**

The Preparator works with museum curators, registration, and other related staff on the installation, deinstallation, and travel of exhibits and assists in the evaluation of incoming and outgoing artwork.

The Preparator is responsible for packing, unpacking, and crating of art objects, as well as purchasing supplies, assisting with environmental monitoring, and maintenance and organization of art storage areas and exhibit preparation/fabrication workshop.

The Preparator performs matting and framing and some basic collections care and cleaning of objects, builds and paints temporary walls and platforms, moves object cases and other exhibit furniture, lights exhibits, installs art in all media using accepted museum standards and practice, assists in art inventories, maintains compliance with OSHA and ADA requirements, and supervises contract installation workers and volunteers.

The Preparator also assists with annual budget preparation with regards to materials and exhibit installation requirements; couriers objects and travels with exhibitions for installation, as needed; manages the photography of objects in the collection for internal records and publication; photographs installations for internal records; and assists with database entry in TMS and maintenance of collection files.

The Preparator must have excellent communication and organizational skills; ability to see projects through to completion; ability to apply creative methods to solve installation problems with an attention to detail; ability to work well both as part of a team and under own direction; ability to work on multiple tasks simultaneously to meet deadlines; and ability to maintain confidentiality.

Additional duties as assigned.

**Additional Skills and Requirements:**

Experience or familiarity with the principles and practices of collections management.

Proficiency in basic computing, including Microsoft Office software and TMS, preferred.

Proficiency in photography and design software, e.g. Adobe Photoshop, Illustrator, Publisher, Sketch-up, desired.

Ability to climb ladders and scaffolding; ability to lift up to 50 lbs.; ability to stand for long periods of time; ability to use eyes and hands to examine and handle delicate objects.

Ability to work unscheduled overtime during periods of installation/deinstallation.

**Qualifications:**

Bachelor's degree (or equivalent) with some engineering or carpentry skills, knowledge of museum standards regarding the care and handling of objects, with a minimum of two years of experience with the care and handling of fine art objects in a museum or gallery setting.

**Benefits:**

The Preparator serves as a full-time employee with benefits, Non-exempt employee.