



## Preparator

**Reports to:** Registrar

### About the National Museum of Wildlife Art

The National Museum of Wildlife Art, founded in 1987, is a Jackson Hole Museum holding more than 5,000 artworks representing wild animals from around the world. Featuring work by prominent artists such as Georgia O’Keeffe, Andy Warhol, Robert Kuhn, John James Audubon, and Carl Rungius, the Museum’s unsurpassed permanent collection chronicles much of the history of wildlife in art, from 2500 B.C.E. to the present.

Built into a hillside overlooking the National Elk Refuge, the Museum received the designation “National Museum of Wildlife Art of the United States” by order of Congress in 2008. Boasting a museum shop, interactive children’s gallery, Palate restaurant, and outdoor Sculpture Trail, the Museum is only two-and-a-half miles north of Jackson Town Square, and two miles from the gateway of Grand Teton National Park.

### Scope of Position

The Preparator is a key position in the curatorial department, who works closely with the Registrar to contribute to the stewardship of the museum’s collection. The Preparator is responsible for duties related to exhibition preparation and installation, deinstallation, packing, crating, movement, and storage of artwork and objects from the permanent collection and on loan to the museum.

### Key Responsibilities

- Prepares, installs, and deinstalls artworks at the museum while adhering to museum policies and standards.
- Strategizes and assists with planning installations and deinstallations with curatorial department colleagues.
- Works with curatorial staff to supervise contract workers.
- Performs the execution of the integrated pest management procedures along with the Registrar, security, and maintenance.
- Coordinates gallery preparation, including painting, placement of pedestals and moveable walls, and creating mounts for artworks.
- Works with Registrar to light artwork in all galleries to museum standards. Works with maintenance team to maintain proper lighting in gallery spaces.
- Assists with the organization and coordination of shipping loans and exhibitions. Aids in packing, crating, and receiving artworks.



- Works with board members and curatorial staff on art inventories.
- Creates expense projections related to project needs and budgets.
- Collaborates and assists curatorial staff during the design phase of exhibition floor plans.
- Works with security, maintenance, and the registrar to keep the environmental controls at appropriate levels according to museum standards.
- Coordinates and arranges any heavy equipment rental(s) needed for installation or deinstallation of artworks. Supervises the driver and/or crew hired for this need.
- Oversees proper and safe operation of power tools for self and contractors.
- Maintains inventory of supplies and materials related to workshop and art preparation and orders materials as needed.
- Travels with artwork and exhibitions as needed.
- Maintains the storage and prep areas along with the curatorial team.
- Manages the photography of objects in the collection and the photography of exhibitions for internal records.
- Assists in the maintenance of TMS records.
- Works with other museum departments on projects as needed.
- Other duties as assigned.

### Qualifications

- Bachelor's degree in studio art, art history, museum studies, or a related field and three years of experience in art handling, installation, and preparation, with proven understanding of proper art handling and maintenance of museum objects, or an equivalent combination of education and experience.
- Demonstrated knowledge of museum installation techniques and standards.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint), Google docs, Gmail, and other related software.
- Excellent interpersonal, communication, and time management skills.
- Strong attention to detail.
- Ability to read floor plans, specifications, and diagrams.
- Skill in use, and care, of power tools.
- Ability to work as part of a team and independently.
- Ability to anticipate problems or to identify issues quickly and resolve them to ensure efficient installations.
- Ability to understand and maintain the highest levels of confidentiality.
- Ability to organize workflow and coordinate activities, while maintaining compliance with OSHA and ADA requirements.



- **Physical Requirements:** Must be able to lift art objects both heavy and light, work for extended periods on a ladder, be able to climb, bend, kneel, push, pull, lift, grasp, crouch, and stand for long periods of time all while taking necessary precautions.

#### **Preferred Knowledge:**

- Database entry in TMS (The Museum System).
- Sketchup or other exhibition design software.
- Crate building and carpentry.
- Art framing.

#### **Benefits:**

- Salaried-exempt position
- Full time NMWA benefits for full-time employee
  - Housing and Transportation Stipend
  - Medical, Dental, and Vision coverage
  - Life Insurance
  - 403(b) Retirement Plan Contribution
  - 20 PTO days
  - 10 Paid Holidays

#### **Commitment to the Mission, Vision and Values of NMWA:**

- **Mission:**  
To impart knowledge and inspire appreciation of humanity's relationship with wildlife and nature through art and education.
- **Vision:**  
To be the world's premier repository of wildlife art.
- **Values:**  
Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

NMWA is an equal opportunity employer committed to creating a diverse workforce. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, service member status, amnesty or status as a covered veteran, or any other protected classification under applicable federal, state, and local laws.