



Preparator Position Description

Department: Museum Services	Reports to: Art Handling Dept MGR	Direct Reports: NA	
Type: Full-time	FLSA: non-exempt	Date: August 26, 2021	Rev. Date: August 26, 2021

POSITION PURPOSE:

Reporting to the Art Handling Dept. Manager, the Preparator works as part of the art handling team and is responsible for the handling of all artwork in the museum. This includes artwork in the permanent collection as well as loans of artwork to the museum for Special Exhibitions or other gallery installations. This position is expected to follow the highest standards for the care and keeping of the artwork based on museum’s professional guidelines for handling artwork. This position implements the daily work schedule in cooperation with the Art Handling Dept. Manager.

This is a non-exempt, fully benefited position working regular weekday hours and on-call for emergencies 24 hours per day, 7 days per week.

ESSENTIAL RESPONSIBILITIES:

Works as part of the art handling team:

- Consistently applies the highest professional working standards for the handling of fragile and rare artworks in all media.
- Completes the daily work schedule(through the work request system) and meets the goals of this schedule
- Maintains a clearly organized and neat exhibition preparation work space, office and surrounding storage spaces.
- Follows all written reporting standards as outlined by the Registrar’s Office for ‘Change of Locations’ and for ‘Damage to Works of Art’.
- Installs all artworks, loans and Permanent Collection artworks in Special Exhibitions.
- Installs all artwork in public galleries and non-public areas of the museum.
- On occasion installs artwork in off-site locations
- Installs lighting equipment, professionally aims and tunes gallery lighting in special Exhibitions and Permanent Galleries.
- Prepares and installs casework, platforms, pedestals and other specialty support materials including mounted graphics/labeling in Special Exhibitions and permanent Galleries
- Moves artwork within the museum to meet the work requests of other departments such as Registrar’s Office, Curatorial, Conservation, Archives and Imaging.

MINIMUM QUALIFICATIONS:

Education/Training/Work Experience:

- High School or equivalent
- 2-5 years of similar Art Preparator work

Skills and Abilities:

- Ability to predict the step by step requirements of a particular artwork movement and then to work within a team approach to successfully and carefully make the move.
- Must be able to consistently measure and install the appropriate hardware for hanging artwork made of all media. Demonstrably good math skills required.
- Good knowledge of and experience with a broad range of small hand tools used for this work.
- Employ good communication skills to calmly and thoughtfully work through art movements and installations in a team setting.
- An introductory level understanding of and experience with professional museum lighting standards and applications for museum lighting. This includes keeping current with the lighting fixtures/hardware, lamping options, filtering options and light level measuring devices.
- Training in the use of heavier lifting equipment such as a forklift, scissor and other high lift equipment as well as electric palette jacks
- Understands the broad range of options for art moving equipment and practices. This includes A-frame painting carts, object moving carts, dollies, wedges, blankets, soft-pack snakes, Johnson bars, hand trucks, electric pallet jacks, electric forklifts, scissor lifts, single person high lifts, and manual crank Genie lifts.
- Good introductory knowledge of the broad array of packing materials acceptable for packing works of art.
- Introductory Experience with professional art packing standards and the application of museum approved art packing methods
- Basic PC skills with Microsoft Office programs
- Ability to respond quickly to unexpected challenges and shifting priorities.

WORKING CONDITIONS:

Environment: Climate controlled Art Museum with display galleries, art storage areas, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. There is some exposure to noise and dust, all types of weather and temperature conditions; exposure to mechanical and electrical hazards. Work and/or walk for long periods of time on various types of flooring surfaces including slippery or uneven surfaces. Work schedule is subject to 24-hour emergency callbacks and requires working varying hours, limited overtime, night time hours and weekends. Work environment is formal and informal, team-oriented, having routine and variable tasks with variable pace and pressure. Work is performed indoors in art display galleries as well as non-public offices and storage areas. Some work during artwork shipments is done outdoors in daytime and night time hours in shifting weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office and gallery setting and operate light equipment and tools. Working on ladders and lifts up to 22', frequent walking, standing, sitting, lifting of objects weighing up to 50 lbs. or more when lifting in pairs; Occasional

bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist; manual dexterity to operate computer keyboard, grasp writing materials; strength to grasp hand and power tools. Good balance is required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

DISCLAIMER:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter (noting the reason for your interest and your salary requirements) plus your resume to: Staffing.Admin@TheWadsworth.org

Please note "Preparator" in the subject line.