AUBURN
Human Resources

Museum Preparator & Curatorial Assistant

Job Description

JOB INFORMATION

Job Code	AB03
Job Description Title	Museum Preparator & Curatorial Assistant
Pay Grade	LM06
Range Minimum	$38,710
33rd %	$45,160
Range Midpoint	$48,390
67th %	$51,610
Range Maximum	$58,060
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Curator

JOB SUMMARY

Reporting to the Chief Preparator, assists in executing the installation of art exhibitions and performing other tasks pertaining to the safe handling, transportation, and storage of art.

RESPONSIBILITIES

- Assists in the de-installation of art exhibitions, assists in the preparation of the gallery environment, assists in the installation of new exhibitions, including lighting, fabrication and installation of exhibition signage and didactics, and archival handling of art objects.
- Assists in the fabrication of archival quality art display fixtures, art storage solutions, custom mounts, conservation mats and frames; assists with the installation of art works into such units.
- Assists in the maintenance of a safe work environment in the carpentry and fabrication workshops.
- Assists in building or retrofitting crates and packages for safe shipping; packs and unpacks outgoing and incoming art shipments, transports works of art locally and regionally via museum vehicle under the direction of the Chief Preparator.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	Degree in Art, Art History, Museum Studies or relevant field.		1 year of	Experience in carpentry, interior wall preparation and painting. Preferred experience in art handling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of art materials and techniques, general knowledge of art history, basic math knowledge, experience or the capacity to learn proper art handling, art procedures, understanding of good design principles, knowledge of computer hardware and software. Knowledge of carpentry and painting skills and tools.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly