AUBURN
Human Resources

Preparator
Job Description

JOB INFORMATION

Job Code	AB13
Job Description Title	Preparator
Pay Grade	LM07
Range Minimum	$42,580
33rd %	$49,680
Range Midpoint	$53,220
67th %	$56,770
Range Maximum	$63,870
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	4/8/2025 4:47:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Museum Operations

JOB SUMMARY

Reporting to the Assistant Director of Curatorial Affairs, the Preparator is responsible for the meticulous construction and installation of all temporary and permanent exhibitions at The Jule Collins Smith Museum of Fine Art, the University's on-campus teaching museum. This role encompasses both on-site and off-site locations. The Preparator ensures the safe, efficient, and specialized internal movement, housing, and installation of the University's art collection and loaned objects. Key responsibilities include fabricating and producing exhibition components in the museum's carpentry and fabrication workshop, and designing unique hanging systems tailored to museum standards. The Preparator upholds professional museum standards for the care and maintenance of collections, as well as regarding all exhibition and curatorial areas.

RESPONSIBILITIES

- Collaborates with the Director of Operations to prepare gallery spaces for exhibition installations, leading the hanging, installing, and deinstalling of exhibitions. This includes the installation, deinstallation, and maintenance of outdoor sculptures from the permanent collection, as well as arranging and designing gallery lighting to meet required light levels.
- Works closely with the Museum Registrar to install and deinstall permanent collection art on university property.
- Prepares objects for display by designing, overseeing, and/or fabricating archival-quality art display fixtures, customized mounting systems, conservation mats/frames, and specialized hanging systems unique to museums.
- Collaborates on rendering exhibition layouts for approval by exhibition curators and museum leadership, using drawings, scale models, computer programs, and other design tools to effectively communicate design ideas, exhibition layouts, material selections, case designs, media elements, and lighting.
- Supervises and/or participates in the safe, efficient, and specialized movement of all works of art in the museum's care, both on and off-site. In collaboration with the Museum Registrar, designs and builds art storage solutions, crates, and packages for safe shipping; packs and unpacks outgoing and incoming art shipments; and transports works of art locally and regionally.
- Collaborates with the Director of Operations to oversee and maintain safe working conditions during gallery turnover and in the carpentry and fabrication workshop. Manages and procures departmental supply inventories, and oversees and trains assistants in the proper use of tools and materials.

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

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

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	
High School Diploma or GED		and	4 years of	Theater/stage hand experience, maintenance work, construction, automotive/mechanic, equipment technician, electrician, plumbing, welding, painting, factory experience, autobody work, jewelry making, fabrication, studio art or other cultural/museum setting.	Or
Associate's Degree	Studio Art, Occupational (Electrical Technology, Plumbing, Autobody), Theater/Set Design, Art History, Arts Education, Museum/Cultural/Visual Studies, Museum Studies or related field.	and	2 years of	Theater/stage hand experience, maintenance work, construction, automotive/mechanic, equipment technician, electrician, plumbing, welding, painting, factory experience, autobody work, jewelry making, fabrication, studio art or other cultural/museum setting.	Or
Bachelor's Degree	Studio Art, Occupational (Electrical Technology, Plumbing, Autobody), Theater/Set Design, Art History, Arts Education, Museum/Cultural/Visual Studies, Museum Studies or related field.	and	0 years of	Theater/stage hand experience, maintenance work, construction, automotive/mechanic, equipment technician, electrician, plumbing, welding, painting, factory experience, autobody work, jewelry making, fabrication, studio art or other cultural/museum setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of proper art handling, installation materials and techniques, as well as methods and materials used in packing, storage, and/or moving of art objects, including to and from facilities and lenders.
General knowledge of art, art history, art exhibition, art materials, art techniques, and best museum professional standards and practices.
Knowledge about the safe operation and maintenance of a variety of hand and power tools, hydraulic lifts, and fork and scissor lifts.
Knowledge of carpentry, electrical and other skills related to the stewardship, hanging and installation of art, such as using power tools and specialized tools within the museum setting, affixing appropriate hardware, matting, framing, and lighting.
Knowledge about the process of moving, archival storage, transportation to and from museum facilities and lenders.
Knowledge of 2D/3D design applications, Adobe Creative Suite, and Microsoft Office Suite.
Fundamental knowledge and understanding of preventative conservation as it relates to housing/storing art objects or related items.
Ability to read and follow diagrams and schematics.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting			X			50 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.