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## Auburn University Job Description

Job Title: **Museum Preparator & Curatorial Assistant** Job Family: No Family  
Job Code: **AB03** Grade LM06: \$34,500 - \$51,800  
FLSA status: Non-exempt

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### Job Summary

Reporting to the Chief Preparator in the Curatorial Affairs, the Museum Preparator and Curatorial Assistant provides overall support to the unit, particularly regarding exhibition installation/deinstallation, the safe handling, transportation, and storage of art, and the maintenance of the curatorial fabrication and other workspaces. An integral member of the Curatorial Unit, the position works in alignment with colleagues to ensure safe, professional, prompt and efficient operations of exhibitions and collections initiatives, all to support the implementation of the Museum's vision of a highly creative, outward-facing, visitor-centered institution in service to the university, the region and the nation that welcomes everyone to explore, experience and engage with the visual arts.

### Essential Functions

1. Assists in the installation and deinstallation of exhibitions in the gallery environment, including attending to lighting, fabrication and installation of exhibition signage and didactics, painting, and safe handling of art objects, such as hanging artworks, packing/unpacking outgoing and incoming art shipments, or transporting art, including out of town.
2. Provides general support and assistance in matting and framing activities, pedestals, and other fixtures fabrication, and other types of construction and finishings, such as industry standard packing/shipping containers, crates, and strong boxes. Maintains a safe, clean, and organized work environment in workspaces as required.
3. Assists in the maintenance of the collection and its associated records through the collection management software platform, including data entry, filing, and scanning; also create vault labels, object identifier tags, and object location tracking and other related tasks.
4. Conducts research on artists for curatorial projects and acquisitions, and assist writing didactic text for exhibitions, collection support materials and other copy.
5. May perform other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Bachelors Degree in Cultural resources, such as Art History, Arts Education, Education, Museum/Cultural/Visual Studies, Public Humanities, Cultural Studies, Museum Studies, or related field.
<b>Experience (yrs.)</b>	1	At least 1 year of experience working within the cultural arts field focused on assisting in research, exhibition installation, and design in an arts and culture environment or spaces for diverse community audiences. Experience with Collector Systems or other collection management systems is desired.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge in cultural resources along with an understanding of and respect for art/history and the materials, techniques, and creation of art objects. Knowledge of exhibition installation and maintenance materials, tools, and methods. Knowledge and understanding of museum ethics and principles. Broad understanding of the field of visual arts, including a range of historical periods, cultures and artistic trends, and a willingness to learn about subjects and material outside of the art history canon. Knowledge and successful use of transcultural, cross-disciplinary and non-linear approaches.

Strong attention to detail, demonstrating a high level of accuracy. Strong problem solving skills. Ability to work effectively with staff, artists, and other arts and education professionals. Positive, enthusiastic, and calm demeanor that conveys openness, curiosity and decisiveness.

Excellent verbal and written communication skills for a wide range of stakeholders and colleagues from different cultural and social backgrounds, varying ages, language skills, and physical abilities that utilizes high-level emotional intelligence. Excellent communication, organization and time-management skills. English language fluency; Spanish or Korean fluency is desired. Demonstrated ability to work both independently collaboratively on multiple projects within a deadline-driven environment. Forward thinking, innovative and willing to experiment.

Computer skills including proficiency in Microsoft Office Suite, and Adobe Creative Suite. Skilled in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines. Demonstrated ability to work both independently collaboratively on multiple projects within a deadline-driven environment.

#### **Certification or Licensure Requirements**

Valid driver's license or ability to obtain valid driver's license.

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### Physical Requirements/ADA

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## **Auburn University Job Description**

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/21/2023

