



JOB INFORMATION

Job Code	AB13
Job Description Title	Chief Preparator
Pay Grade	LM08
Range Minimum	\$43,290
33rd %	\$51,950
Range Midpoint	\$56,280
67th %	\$60,610
Range Maximum	\$69,270
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Curatorial Affairs of the Jule Collins Smith Museum of Fine Art, the Chief Preparator is responsible for the overall safe, efficient, and highly specialized internal movement, housing, and installation of the university art collection and loaned objects, all to expand art's impact and grow and enrich the relationship of the museum with its communities, the region, and the state. Maintains professional museum standards of care and maintenance of collections and all exhibition and other curatorial areas. Serves as a key member of the curatorial unit team, whose work supports 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.

RESPONSIBILITIES

- Prepares gallery spaces in advance of exhibition installations. Leads hanging, installing, and deinstalling exhibitions; in collaboration with the Director of Operations, installs, deinstalls, and maintains outdoor sculpture; and arranges and designs lighting in galleries, ensuring strict adherence to required light levels.
- Directs and oversees, and/or collaborates with Director of Curatorial Affairs to install art into display and storage units both on site and at off site locations. Designs, builds, or retrofits crates and packages for safe shipping; packs and unpacks outgoing and incoming art shipments; and transports works of art locally and regionally.
- Designs, oversees, and/or undertakes the fabrication and production of archival quality art display cases, art storage solutions, customized mounting systems, specialized and alternative hanging systems unique to museums, conservation mats and frames.
- Under the direction of the Director of Curatorial Affairs, supervises and/or participates in the safe, efficient, and highly-specialized movement of all works of art in the museum's care, whether part of the collection or on loan, including packing, unpacking, crating, and decrating works of art for travel.
- Oversees and maintains safe working conditions during gallery turnover and of the carpentry and fabrication workshop. Manages and procures departmental supply inventories. Oversees and trains assistants in proper use of tools and materials. Assists the Director of Curatorial Affairs, art and graphic design colleagues, and vendors in exhibition design concepts and solutions as needed.
- Performs such other duties as assigned by the Director of Curatorial Affairs that may arise in the course of the museum's development and needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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 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
Bachelor's Degree	Degree in Art, Art History, Museum Studies or relevant field.	And	4 years of	Experience in art handling, fabrication and carpentry related to exhibitions and installations, and handling a private, museum, or special collection within an arts or culture environment for diverse community audiences. Must have at least 2 years of supervising, leading, or mentoring employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of art materials, art techniques, art history, best museum professional standards and practices, and experienced in the proper handling of art objects.	
Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.	
In-depth knowledge of carpentry 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.	
Excellent skill in installing all types of artworks, from traditional to new media.	
Ability to communicate effectively, remain organized and execute details precisely under pressure.	

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
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.