Position Available

Title: Temporary Preparator  
Reports To: Chief Preparator,  
Pay Type: Full-Time, Temporary, Non-Exempt, 35 hrs/week  
Salary: Commensurate with Experience and Education  
Benefits: Holiday Pay, Museum Membership and Discounts  
Work Schedule: Monday – Friday, 9am – 5pm  
Work Location: Beck building, a non-smoking facility

Job Summary

Under direction from Chief Preparator, and after receipt of specific training, the temporary Preparator will perform a variety of semi-skilled and skilled duties in the preparation, installation, and deinstallation of temporary exhibits and permanent collections. May also perform highly skilled or specialized tasks as needed and based upon skillset. The nature of the work involves heavy lifting, manual dexterity, and the ability to handle delicate, valuable, and irreplaceable objects with extreme care.

*This is a temporary assignment through June 30th, 2020.

Responsibilities:
- Depending upon exhibit or assignment, may handle and/or moves artwork within the museum buildings and campus for temporary exhibitions and permanent collection
- Installs and deinstalls artwork, displays or exhibits for temporary exhibitions and transports artwork in the museum truck around museum campus
- Maintains neatness and cleanliness in museum galleries
- Maintains neatness, cleanliness and organization in museum storage areas
- Maintains neatness and cleanliness of Preparations areas
- Provides location change information when artwork is moved within the museum buildings or campus

Skills, Knowledge and Abilities:
- Experience and general knowledge of art handling, packing and installation techniques
- Knowledge and skill in the use and care of standard hand tools; practices and methods of exhibit installation; safe work practices related to the installation of art
- Experience using hand and power tools
- Experience driving box truck
- Must be able to lift 75 lbs or more and able to perform a variety of physical tasks involving lifting, bending, stooping and moving furniture and other large items
- Extremely flexible, reliable, and dependable; integrity and sense of humor

Education and Experience:
- Experience in art handling and/or related background
Experience in the installation of exhibit displays including the installation of three dimensional objects in conjunction with object mounts; or a relevant combination of education, training, and experience.

College degree in Fine Arts preferred

Compensation:

This temporary assignment provides an hourly pay rate and eligibility for group health and dental benefits.

How to Apply:
Send resume to Human Resources, Job 20-126PRP via email: jobs@mfah.org or apply at http://mfah.org/about/careers