

Position Available

Title:	Preparator
Reports To:	Chief Preparator,
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability, Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Beck building, a non-smoking facility

Job Summary

The Museum of Fine Arts, Houston seeks a qualified Preparator to work with the Preparations art handling department. Under direct supervision by the Chief Preparator, and working with the installation team, the Preparator installs/deinstalls permanent galleries, temporary exhibition spaces, and maintains art storage areas. The Preparator will ensure the professional, safe and timely preparation, care, and handling of works of art for exhibition and transit.

Responsibilities:

- Handles, installs, packs, and unpacks crated artwork at all museum buildings locations
- Installs/deinstalls artwork for temporary exhibitions and rotations
- Transports artwork in the museum truck and van between campus buildings
- Gallery maintenance of art pedestals, vitrines, and casework
- Maintains organization of artwork in museum storage areas
- Maintains organization and cleanliness of art preparation areas, tools, and equipment
- Records accurate location changes when artwork is moved within museum buildings, galleries, and storage areas
- Assists with photography set-up and conservation as needed
- Represents MFAH at other institutions as a courier for installation, transport or exhibition research
- Assists at off-site art storage, Rienzi, and Bayou Bend house museums as needed
- Organizes installations as assigned
- Assists conservation with outdoor sculpture maintenance
- Loads/unloads art crates from trucks as assigned

Skills, Knowledge and Abilities:

- Proven experience and knowledge of art handling, packing and installation practices
- Ability to identify and resolve problems quickly so that installations operate smoothly and uninterrupted.
- Basic carpentry skills using hand and power tools
- Experience driving box truck, utility van, forklift – valid driver's license required
- Must be able to lift 75 lbs or more and able to perform a variety of physical tasks involving lifting, bending, stooping and moving large items (including furniture)

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MFA *The Museum of Fine Arts, Houston*

- Working knowledge of and experience with various packing methods suitable to a wide range of media combined with a working knowledge of and experience with installation methods suitable to that same wide range of media
- Ability to work professionally and responsibly with all other areas within the museum
- High degree of time and resource management skills with the ability to work under time and deadline requirements and prioritize to meet those expectations.
- Weekend and evening work as required
- Demonstrated ability to express thoughts clearly, both orally and in writing
- Effectively handles multiple demands, shifting priorities when needed

Education and Experience:

- 2+ years' art handling experience
- Fine Arts background preferred
- Bachelor's degree in a related field OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

How to Apply:

Send resume to Human Resources, Job 19-184PRP, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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