

MFAH *The Museum of Fine Arts, Houston*

Position Available

Title:	Temporary Preparator, Exhibitions
Reports To:	Assistant Director, Exhibitions
Pay Type:	Full-Time, Temp, Non-Exempt, 40hrs/week
Salary:	\$16-18/HR; Depending on experience
Work Schedule:	Monday-Thursdays, 8am-6pm
Work Location:	Law Building, a non-smoking facility

Summary:

Under direction from staff, artist, project or exhibition manager, and after receipt of specific training, the temporary preparator will perform a variety of semi-skilled and skilled duties in the preparation, fabrication, installation, and disassembly of special exhibits and/or displays. 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.

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 disassembles artwork, displays or exhibits for temporary exhibitions and transports artwork in the museum truck around museum campus
- Performs various skilled and semi-skilled tasks including working with power tools, adhesives, and metals
- 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
- Assists with set-up in museum, as needed
- May represents MFAH at other institutions as a courier for installation, transport or exhibition training and fact gathering

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

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Education and Experience:

- Experience in art handling and/or Art background
- Experience in the installation of exhibits displays including the installation of three dimensional objects in conjunction with wire object mounts; or a relevant combination of education, training, and experience

How to Apply:

Send resume to Human Resources, Job18-129EXO, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org