

Job Title: Assistant Preparator / Preparator

Reports To: Senior Preparator

Purpose and Summary:

Under the supervision of the Senior Preparator, the Assistant Preparator/Preparator is engaged on all levels with the presentation of exhibitions and installation of artwork, including permanent collection objects and loans from outside parties, in alignment with the Columbia Museum of Art's mission, vision, and core values. The position focuses on the care of artwork in a manner that is befitting of a fine arts museum. The Assistant Preparator/Preparator works in a variety of environments, including a standard shop environment with controlled exposure to fumes, dirt, noise, mechanical and electrical hazards associated with metal and woodworking crafts. The person occupying this role serves as an enthusiastic advocate for the Columbia Museum of Art within communities and the museum field.

Responsibilities:

- Supports the Senior Preparator with all aspects of artwork installation and exhibition production.
- Under the supervision of the Senior Preparator, collaborates with Curators and Senior Registrar on all technical aspects regarding display guidelines, security needs, gallery preparation, construction/deconstruction, casework, platforms, fabrication and mount solutions.
- Fabricates mounts for three-dimensional works, including highly specialized mounts for objects such as furniture, garments, and glass.
- Designs and modifies crates for objects, including those with delicate historical frames or complex mixed media works.
- Receives art shipments; moves, unpacks and packs exhibition crates, ensuring the safety of high value artwork in the CMA's care.
- Maintains and repairs exhibition furniture such as platforms, cases, and vitrines.
- Champions ADA requirements in gallery installation and keeps abreast of updated guidelines.
- Responsible for the safe and secure delivery and pick-up of works of art from offsite locations such as conservators, collectors, studios, auction houses, galleries and museums.
- Installs artwork of all varieties and media.
- Installs and maintains gallery lighting.
- Tends day-to-day gallery needs and general upkeep.
- Produces and installs exhibition signage.
- Mats and frames artwork to museum standards.
- Assists in the maintenance of an inventory of collection care supplies in the service of day-to-day operations.

- Assists with Collections Committee meetings agenda planning and day-of-meeting preparations; attends meetings.
- Works with Curatorial staff in the development of long- and short-range plans for exhibitions and permanent collection rotations.
- Contributes to Curatorial and museum-wide planning.
- Attends and contributes to meetings within the museum and with outside parties, modeling professional behavior and exercising discretion.

Job Type: This is a full-time, 40 hours per week, non-exempt position. Evenings and weekends may be required at times.

Qualifications:

- Demonstrated understanding and commitment to the presentation of art in a sophisticated manner.
- Knowledge of best practices in art installation across diverse media, including paintings, sculpture, textiles, video, etc.
- Ability to climb ladders, scaffolding, and operate electric lifts.
- Proficiency with, or ability to learn how to operate vinyl cutter and associated software; capacity to regularly update computer skills.
- Ability to lift, push, pull, support, and carry loads of 50 lbs. in and out of trucks.
- Experience framing and handling artwork.
- Experience with power tools.
- Experience in, and/or ability to develop mount-making skills.
- Possesses a strong sense of priority and follow-through.
- Exhibit organizational, analytical, and problem-solving strengths as well as situational flexibility.
- Possess creative ideas and passion for the job.
- Valid driver's license and US passport and ability to drive a van and box truck.
- Proactively model the importance of timely collegial interaction, personal accountability, maturity, professionalism, communication, and exchange across disciplinary boundaries.
- Prior preparatory and art handling experience of 2+ years in an art museum setting necessary to be considered for Preparator.
- This position requires a criminal background check.

Hiring Range: \$40–44,000 for Assistant Preparator; \$45–48,000 for Preparator. Commensurate with experience that demonstrates proven successes and results

Contact:

The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Michael Neumeister, Senior Curator at mneumeister@columbiamuseum.org with “Assistant Preparator” in the subject.