

JOB DESCRIPTION

Title: Assistant Preparator / Preparator

Reports To: Exhibition Designer and Senior Preparator

Purpose: Under the supervision of the Exhibition Designer and Senior Preparator, the Assistant Preparator/Preparator is actively engaged on all levels with the presentation of exhibitions and installation of works of art, including permanent collection and loans.

Responsibilities:

1. Under the direct supervision of the Exhibition Designer and Senior Preparator, the Asst. Preparator/Preparator focuses on the care, maintenance, and installation of works of art as assigned.
2. Duties include, but are not limited to:
 - Assisting the Exhibition Designer and Sr. Preparator, plus Curators regarding exhibition design (gallery color, layout, etc.) and contributing ideas as appropriate.
 - Fabricating mounts for three-dimensional works, including highly specialized mounts for such objects as musical instruments, furniture, designer clothing, and intricate glass.
 - Moving exhibition crates into, out, and within the museum. Design and modify crates for unusual objects, especially those with delicate ornate frames or objects containing multi-part systems that may be high-tech in nature.
 - Packing and unpacking exhibition shipping crates.
 - Maintaining exhibition furniture such as bases, pedestals, and bonnets.
 - Installing two and three-dimensional works.
 - Installing and maintaining gallery lighting.
 - Producing and installing exhibition signage to include proficiency in use of vinyl cutter and associated software; regular updating of computer skills that allow for more dynamic designs.
 - A familiarity with general electronics is required.
 - A familiarity with tools needed to fabricate and install signage in other media, including metal, wood, and plastic.
 - Mating and framing works on paper in accordance with conservation standards.
 - Picking up and/or delivering of works of art and appropriate maintenance of objects.
 - Assisting in the maintenance of an appropriate inventory of collection care supplies and day-to-day operations of the curatorial department.
 - The Assistant Preparator/Preparator will supervise contractors or interns as related to projects assigned by the Exhibition Designer and/or the Director of Art and Learning.
 - Assists in the preparation of the Collections Committee meeting by working with the Exhibition Designer/Sr. Preparator to display proposed acquisitions and deaccessions.
 - Works with curatorial staff generally in the development of long- and short-range plans for exhibitions. These plans align with the CMA's strategic and Collection plans.
 - Enthusiastic advocate for the Columbia Museum of Art within communities and museum field.
 - Other duties as assigned.

Job Type: This is a full-time, 40 hours per week, non-exempt position.

Job Skills and Knowledge: Demonstrated understanding and commitment to art and design. Must be a highly motivated, energetic, and innovative team player with excellent interpersonal and communication skills. Maintains the highest professional and ethical standards. Experienced in use of power tools; experience in, and ability to develop mount-making skills. Valid driver's license and US passport required. Intermediate level knowledge of Microsoft Word and Outlook, as well as ability to learn the Pastperfect art collection database and the donor database Altru.

Be professional, friendly, collegial, inclusive, and accessible to teammates, guests, and public. An extensive knowledge of museum best practices and standards. Possesses a strong sense of priority and follow-through and has creative ideas and passion for the job. Exhibits organizational, analytical, and problem-solving strengths as well as situational flexibility. Proactively model the importance of timely collegial interaction, personal accountability, maturity, professionalism, communication, and exchange across disciplinary boundaries.

Standard shop environment with controlled exposure to fumes, dirt, noise, mechanical and electrical hazards associated with metal and woodworking crafts. Must be able to lift, push, pull, support, and carry loads of 50 lbs. in and out of trucks. Position requires climbing ladders and scaffolding and operating electric lifts.

Salary Range: Commensurate with experience that demonstrates proven successes and results: \$34,398-\$51,597, plus benefits.

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 [Mrs. Jeanna Dixon-McCray, at JDixon-McCray@columbiamuseum.org](mailto:JDixon-McCray@columbiamuseum.org) with "Assistant Preparator/Preparator Position" in the subject line.