

Job Description: Preparator-HUNTSVILLE MUSEUM OF ART

Department: Curatorial
Reports to: Curator of Exhibitions and Collections
Classification: Part-time CONTRACTOR (20 hours) \$15 an hour.

I. RESPONSIBILITIES AND DUTIES

Under the supervision of the Curator of Exhibitions and Collections, the Preparator works a flexible part-time schedule to assist in the production of exhibitions in the Museum.

- a. Prepares exhibition galleries, exhibition materials (pedestals, cases, walls, panels, labels, signage), and assists in the preparation of art objects for installation, to meet scheduled openings.
- b. As scheduled, directed and supervised by the Curator of Exhibitions and Collections, installs exhibitions. Works with curatorial staff, contract employees and unpaid interns who assist in the production of exhibitions.
- c. Maintains and performs general upkeep of galleries and exhibitions, and of workshop, prep, and general storage areas. Inventories, orders, maintains and stores exhibition materials, supplies and equipment.
- d. As required, assists the Registrar with loading and unloading, packing and unpacking, and moving works of art.
- f. Assists the Curatorial Department and the Museum in general with other tasks and projects as needed and assigned by the Curator of Exhibitions and Collections.
- g. Able to stand for extended periods of time and lift up to 50 pounds.

II. TRAINING AND EXPERIENCE

- a. Experience working with materials and equipment used in exhibition production, as well as the application of safety procedures.

- b. Technical knowledge of the use of power and hand tools, matting, framing, preparing art objects, and art packing and handling.
- c. Ability to work in a courteous and cooperative manner with Museum staff, volunteers, interns, auxiliary groups and the general public. Ability to maintain a high level of discipline, professional judgment and attention to detail.

Huntsville Museum of Art
300 Church Street
Huntsville, AL. 35801

Please send cover letter and resume to: cmadkour@hsvmuseum.org.
Please no phone calls.