



## **Chief Preparator**

### **The Museum:**

Laguna Art Museum is the museum of California art. It collects, cares for, and exhibits works of art that were created by California artists or represent the life and history of the state. Unlike any other museum in the state, it collects California art and *only* California art, and ranges across all periods and styles, nineteenth-century to present-day.

### **The Position:**

The Chief Preparator is a hands-on, detail-oriented manager that oversees all technical aspects of the Laguna Art Museum's art handling, exhibition installation and de-installation. They ensure the physical care of artworks in the collection or on loan to the museum are safe and accessible while on display. Job responsibilities include receiving, packing, and unpacking, handling, and displaying art objects; planning, directing, and executing the fabrication of exhibition pedestals, props, mounts, temporary walls, and other display designs; securing services of outside contractors; assuring a safe and healthy work environment through knowledge of best practices.

The Chief Preparator works with the Registrar and Director of Design and Installation to oversee the safe transport and appropriate display of all artwork acquisitions, loans, or exhibitions to or from the museum, and coordinates and oversees the crew of seasonal preparators in the day-to-day tasks of exhibition installation. During periods between exhibitions the Chief Preparator works with the Registrar, Curator(s), and Director of Operations to care for and maintain the museum's office, storage, facilities, and properties.

### **Responsibilities:**

- Assist in the physical movement and display of items in the off-site storage facility (approx. 4500 objects), those stored on site (approx. 350 objects) and those on loan (variable).
- Work with the curatorial team, guest curators, and artists in the carrying out the design of temporary exhibitions and installations.
- Assist in the development of installation plans and solutions unique to the challenges of each exhibition. Design and build special mounts, pedestals, or furniture as needed. Procure special materials or equipment for unique installations.
- Work with Registrar and Director of Design and Installation to determine and update a shared schedule/calendar for each project and to create schedules for all exhibitions and labor to successfully execute the installations within tight timelines.
- Hire, train, manage and work alongside a crew of seasonal art installers. Ensure hours are tracked properly. Coordinate and supervise crew assignments for day-to-day tasks of packing, transportation, handling and installation/de-installation of artwork and supporting materials.
- Coordinate and execute the packing, labeling, shipping, and local transport of exhibition materials; rented vehicles required, light use of a personal vehicle may be required (with mileage compensated). In collaboration with the Registrar, pack, crate, transport, and store artwork in accordance with sound museum practices, ensuring the safety and security of the art.
- Install artwork in all media, weights, and dimensions. Understand the nature of each artwork, its particular requirements, and execute the installation accordingly with the appropriate hardware, equipment, and materials.



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- With the crew, light each exhibition and the museum facility to appropriate levels according to the requirements of lending institutions and the conservation standards of different materials.
- Work with the Registrar and curators to ensure a safe and secure environment for the art and visitors during the run of an exhibition. Maintain a weekly maintenance check of all the galleries.
- Work with the Director of Operations and Director of Design and Installation to maintain a safe and clean gallery and museum environment. Assist with building renovations and improvements.
- Work with the Director of Operations and Director of Design and Installation to implement and troubleshoot any A/V, lighting, painting and other components of exhibitions and the facility.
- Communicate with the Director of Design and Installation in the development and installation of supporting materials for an exhibition, including vinyl lettering, text panels, catalogs, and labels.
- Work with the events coordinator and Director of Design and Installation to ensure the Museum is appropriately arranged for special events and all artwork is appropriately secured.
- Maintain the efficiency and cleanliness of the Museum workshop and tools and make improvements as necessary.
- Make requests, purchases and rent equipment . Procure and manage supplies for facilities, daily operations, and special projects. Facilitate third party contractors, fabricators, and other outside services.
- Managing inventories of equipment and art. Maintain an inventory of exhibition furniture, mounts, and A/V equipment and find solutions to their storage and organization.
- Other duties as assigned.

### **Requirements:**

- Knowledge of museum standards for the care, preservation and display of works of art, archival records, and historical objects, and ability to safely handle, mount and exhibit and art objects.
- Knowledge of hand and motorized equipment, hardware, building materials and construction techniques.
- Knowledge of painting and carpentry work.
- Knowledge of rigging and movement of items of large size and weight.
- Knowledge of building facilities operations, systems and needs.
- Ability to manage projects and coordinate efforts of multiple crews; and to work collaboratively with outside organizations and institutions.
- Ability to organize data and objects, read floor and interpret plans, budgets and timelines.
- Ability to implement operational and safety regulations, guidelines and procedures.



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- Ability to analyze and apply information to formulate recommendations.
- Ability to establish and maintain effective working relationships, and deal with others using tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of mathematics and measurements.

Work is performed in an art gallery, workshop or office setting and involves normal safety precautions when performing the work. Work requires frequent visits to project sites, walking, standing, bending, carrying items 25-50 pounds and climbing ladders to inspect and/or move objects, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone and photocopier. Employee must have the physical dexterity to climb ladders and scaffolding, or crawl under/into spaces to review work. Expected exposure to dust, paint, cleaning solvents and fumes which require appropriate safety precautions.

### **Additional Requirements:**

Employment is contingent upon a satisfactory background and reference check, which may include criminal reports and verifications of employment and educational records. Applicants must be legally authorized to work in the United States.

### **To Apply:**

Please email your cover letter and resume to Tim Schwab, Director of Design and Installation, at [tschwab@lagunaartmuseum.org](mailto:tschwab@lagunaartmuseum.org). Please use "Preparator Application" as the subject line.