



LAGUNA ART MUSEUM

Date Created: December 2022
Position: Preparator
Reports To: Exhibitions and Graphic Designer
FLSA Status: Non-Exempt / Seasonal Position

Laguna Art Museum's preparator assists in the physical operation of the Museum by performing tasks involved in displaying, storing, cleaning, cataloging, securing, transporting and installing art exhibitions. As part of the preparator team, you will build and de-install exhibitions across the building's three levels on an as-needed basis. Applicants should understand best practices, procedures, and materials for handling and installing artwork.

Positions have variable schedules, typically for periods of 1 to 3 weeks, Monday to Friday, scheduled in advance and including periods of heavy workloads and overtime (up to 40 hours / week). Compensation based upon prior experience.

Duties and Responsibilities:

- Paint exhibition and other museum spaces
- Move object cases and other exhibit furniture
- Install and adjust lighting for exhibitions
- Build temporary walls, pedestals, and platforms
- Mount and install labels, graphics, and signage
- Assist in the transportation of artwork from various locations (may include driving a truck)
- Pack, unpack, and crate art objects
- Install art in all media using accepted museum standards and best practices
- Move and handle artwork to assist in photography, inventories, incoming/outgoing loans, and other internal museum activities
- Assist in the maintenance and organization of storage and work areas
- Occasionally record and communicate information about numbers, locations, measurements, dates, etc.

Job Requirements:

- Ability to climb ladders and scaffolding; ability to lift up to 50 lbs.; ability to stand for long periods of time; ability to use eyes and hands to examine and handle delicate objects

- Ability to work unscheduled overtime during periods of installation/deinstallation
- Experience in packing, unpacking and crating of art objects, as well as purchasing supplies, maintenance and organization of art storage areas
- Experience in art handling and installation with a museum, gallery, or art handling company
- Knowledge of best practices for safely handling and installing works of art for exhibitions, travel, and storage
- Experience reading and understanding technical drawings and installation instructions
- Experience using tools and equipment safely and skillfully
- Effective communications skills and ability to work with diverse professionals
- Experience driving box trucks/vans

Education and/or Experience

- Coursework from a college or university preferred

Language Skills

Must have excellent communication and organizational skills. Ability to read, analyze, and interpret the most complex documents. Ability to write speeches and articles using original or innovative techniques or style. Ability to see projects through to completion. Capable of applying creative methods to solve installation problems with attention to detail. Ability to work well both as part of a team and under own direction. The capacity to work on multiple tasks simultaneously to meet deadlines.

Mathematical Skills

Ability to calculate figures and amounts such as measurements, proportions, and percentages.

Certificates, Licenses, Registrations

Valid California State Driver's License and proof of insurance is required along with acceptable driving record.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is regularly required to stand; walk; sit; climb or balance; and stoop, kneel or crouch. The employee is regularly required to climb stairs and/or ladders. Work requires frequent visits to project sites, walking, standing,

bending, carrying items 25-50 pounds and climbing to lift up to 60 pounds and carry a distance of 10-20 feet and to push and/or pull up to 60 pounds a distance of 10-20 feet.

Due to the strenuous physical demands of this position, you will be required to take a pre-employment medical examination. Once you are offered employment for this position, you will be required to take a pre-employment medical examination after the offer has been extended and accepted but prior to beginning employment. This examination is provided by the Museum at its sole expense. The offer of employment will be contingent upon successful completion of medical examination.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Compensation for this position ranges from \$18.20- \$21 per hour depending on candidate experience

To Apply

Please email a cover letter and resume to Ben Brough, Exhibition and Graphic Designer, at bbrough@lagunaartmuseum.org. Please use "Preparator Application" as the subject line