



## **Job description: San Luis Obispo Museum of Art Preparator**

**Summary:** The San Luis Obispo Museum of Art Preparator supports and assists all aspects of art and exhibition space preparation, installation, and de-installation. The Preparator demonstrates a solid foundation of skills that are emblematic of the industry, gained from employment at other fine art museums, cultural institutions, commercial galleries, design/build firms, fabrication studios, or through artist assistant positions. Responsibilities include experienced art-handling, audio-visual, and fabrication skills with demonstrated proficiency in at least one of those areas. Preparators help support Curators in complex installation or de-installation projects. They have excellent communication skills and the ability to listen to, comprehend, and execute tasks in a timely and effective way. This position has a range of hours, depending on installations happening at the Museum, which we know at least a year in advance. Attendance on Thursdays for staff meeting is mandatory. Typically, normal weeks average 10-12 hours and install weeks average 35-40 hours of work.

**Supervision:** The Preparator reports directly to the Chief Curator and may take direction from the Curator, the Executive Director, and the Operations and Collections Manager. Preparators occasionally provide guidance and oversee Museum interns.

### **Responsibilities**

#### **A. Art Handling and Installation**

- Be the first point of contact for all facilities-related issues and maintain routine checks on a bi-weekly basis. Communicate any issues with the Executive Director.
- Perform and assist with the unpacking/packing, logging, preparation, and installation/de-installation of artwork.
- Perform and assist with the cleaning, repair, or repositioning of artwork as directed by curatorial staff.
- Support the transporting of crated artwork through exhibition spaces, hallways and storage spaces (including the safe and secure loading/unloading of vehicles) in coordination with the Chief Curator.
- Support the placement and adjustment of lights per the direction of the curatorial staff to properly illuminate exhibitions.
- Perform and assist with other art-handling, installation and de installation tasks as needed and assigned.
- Manage responsible condition reporting of loaned artworks.

- Support in the select Museum-led public art installation processes, including attendance at meetings, engineering conversation and installations.

#### B. Fabrication and Facilities:

- Assist with the reading and interpretation of drawings and plans, and assist with the preparation, fabrication, and finishing of certain elements of museum-specific objects.
- Assist with the commissioning, fabricating and/or installing and de-installing of pedestals, bases, freestanding and wall mounted vitrines, exhibition furniture, and one-of-a-kind artist-driven constructions, among other projects.
- Perform basic cutting using table saws and/or sliding table saws, sliding compound miter saws and abrasion disc chop saws, light-duty routers, and angle grinders. Fabrication conducted offsite at will include a rental fee paid by the Museum, to be determined, not to exceed 10 hours per month without written approval.
- Perform basic assemblies with precision-based glue-ups, cold connections with custom hardware, etc.
- Assist with framing, sheet rocking, taping/mudding, sanding, finishing and demolishing walls.
- Independently patch small sections of walls, floors, and ceilings and paint entire surfaces to industry standards.
- Support with the installation and de-installation of environmental elements like carpet, curtains, and glass panels, etc.
- Perform and assist with other fabrication and de-installation tasks as needed and assigned.
- Independently "have eyes on" the building regularly and perform or manage the performance of standard facilities maintenance including electrical work, mural graffiti repair, patching and painting, general repairs and exhibition storage management.
- *Prompt* response during working hours to email and verbal communications.
- Assist in the installation and de-installation of time-based/new media based artwork.
- Independently execute the preparation, installation, and de installation of a single channel audio-visual artwork.
- Perform other audio-visual tasks as needed and assigned.
- Organize and clean storage and exhibition spaces.
- Communicate to the Chief Curator when supplies are low and in need of ordering.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required.

- Confident in supporting Chief Curator, care for artists and their processes
- Able to work independently or in a team-setting with a high level of attention to detail, sense of urgency, and ability to prioritize tasks and meet deadlines.
- Working knowledge of museum best practices and standards in handling artworks (during transportation, unpacking, condition reporting, and hanging) and in installing and de-installing artwork (hanging, rigging, tethering systems, anchor types and installation methods, security hardware types and installation, etc.) Knowledge of museum industry display and presentation standards including ADA requirements.
- Working knowledge of manipulating different types of materials (wood, composites, plastics, metal, cement).
- Working knowledge of different types of audio-visual equipment.
- Working knowledge of gallery lighting (wiring/adapting fixtures, creating custom gels, knowledge of different styles of bulbs and their applications).
- Excellent communication skills (written, verbal, and auditory), as well as strong listening skills.
- Strong organization skills applied before, during, and after execution of tasks with regard to tools, materials, and workspaces.
- Strong critical thinking and problems solving skills.
- Professional demeanor when interacting with staff, couriers, and visiting artists; including but not limited to safe/proper dress code.
- Ability to proactively adapt and execute changes in layout, presentation, or changes in types/dimensions of display furniture, hardware, and layout to suit the ever-changing needs of the museum that are inherent to this industry is essential.
- Proficiency with moving and lift equipment including but limited to staging dollies, a-frames, painting carts, push-around aerial lift platforms, and scissor lifts.
- Ability to calculate measurements and assess capacities. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
- Ability to execute museum standards in outgoing and incoming condition reporting.

Job Type: Part-time

Pay: \$25.00 - \$35.00 per hour

Expected hours: 10 – 30 per week

Benefits:

- Flexible schedule
- Free parking

Schedule:

- 8 hour shift
- Day shift
- Evenings as needed
- Monday to Friday

Ability to Relocate:

- San Luis Obispo, CA 93401: Relocate before starting work (Required)

Work Location: In person

**Interested parties should submit an application via SLOMA's Indeed profile:**

<https://www.indeed.com/job/museum-preparator-689bc75a15344cab>