



## Job Description

<b>Job Title:</b> Preparator and Installations Designer	<b>Updated: August 2021</b>
<b>Department:</b> Collections and Exhibitions	<b>FLSA Status: Exempt</b>
<b>Reports to:</b> Chief Curator and Deputy Director of Collections and Exhibitions	<b>Full Time (not overtime eligible)</b>

### **Job Summary:**

The Preparator and Installations Designer is responsible for producing the exhibition program within the allotted budget, space and time. This position is responsible for the Museum's technical aspects of quality art handling including, working closely with the museum's Registrar to assure proper exhibition planning, working to ensure the smooth operation of installations and gallery management, during the term of an exhibition. This position ensures the implementation of all aspects of the design, construction and installation of the exhibition program. The Preparator and Installations Designer is also responsible for maintaining the galleries and interpretive areas to ensure the preservation of all loan and permanent collection objects.

### **Job Duties and Responsibilities:**

- In consultation with the curators, prepares creative designs for exhibitions to achieve distinctive, aesthetic, safe, and informative presentations of art work.
- Produce exhibition models, sketches, and specs for gallery installations.
- Ability to exercise excellent judgment by carrying out established policies and procedures for security and safety of people, artwork and facilities in a complete, consistent and timely manner.
- In collaboration with the Chief Curator and Deputy Director of Exhibitions, provides leadership for coordinating and communicating the installation and presentation schedule of all exhibitions and collections with relevant staff and independent contractors.
- Creates a flexible, collaborative and communicative environment for artists and their representatives.
- Under the supervision of the Chief Curator and Deputy Director of Exhibitions, coordinates the design, construction, installation, labeling, and signage of all exhibitions and in collaboration with adjunct or contract curators, visiting artists, museum staff and any other professionals who are part of the exhibition teams.
- Coordination of installation schedules, budget preparation and submission in keeping with departmental deadlines and information sharing with all necessary museum staff and constituencies.

- Preparing, advocating for, and maintaining all budgets for exhibition and collection installations, ongoing public access to the galleries, and collection storage.
- Supervising art handler/exhibit specialists, security, facility staff, volunteers, and subcontractors involved with the installation and maintenance of all exhibitions and installations.
- Hiring and supervising art handler crews as well as the sub-contractors for gallery installations, and repairs.
- Ordering and stocking gallery equipment such as gallery lighting, cleaning supplies, wall construction, casework design and construction signage and labeling specifications and all other equipment specifically related to gallery maintenance.
- Responsible for the overall condition and professional appearance of all exhibition installations, interpretive and art galleries including art storage workshop areas.
- In collaboration with the registrar, maintain the safety of art objects and the public while in any exhibit space.
- In collaboration with the registrar, facilitate the crating/uncrating, shipping/receiving, movement and storage of all permanent collections and loan objects;
- Works with the registrar in documenting, and general safeguarding of permanent collection and loan objects.
- Acting as courier/representative for any off-site movement of objects as approved by the Chief Curator and Deputy Director of Collections and Exhibitions.
- Regular on site attendance required.
- Performs other tasks that may be assigned by the Chief Curator and Deputy Director of Collections and Exhibitions.
- Collaborates with the Facilities Manager.
- Performs other tasks as assigned by Director of Operations Project Management and the Chief Curator and Deputy Director of Collections and Exhibitions.
- Meets weekly with the Director of Operations and Project Management regarding overlapping duties.

#### **Knowledge, Skills and Abilities:**

- Extensive knowledge of construction, carpentry and contracting in order to supervise all phases of exhibition preparation and maintenance.
- Experience in supervising staff, independent contractors and volunteers.
- Excellent communication skills.
- Knowledge of computer skills.
- Computer skills with proficiencies in use of spreadsheets, word processing and Windows based graphics applications such as, Sketchup Pro, Adobe Photoshop, Adobe Illustrator and InDesign preferred

#### **Training, Education and Experience:**

Minimum of Bachelor's Degree in Studio Art, Art History or Museum Studies

Minimum of 5 years museum or gallery experience

Experience in fine carpentry and specialized woodworking using but not limited to the following power tools or equivalent:

- Table Saw
- Jig Saw
- Band Saw (metal and wood)
- Chop Saw (compound miter saw)
- Circular Saw, Impact Driver, Drill Press, Planer

**Special Requirements:**

Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

Must be available to work flexible hours including nights and weekends as needed.

May require travel out of town on an occasional basis.

**Physical Demands and Work Environment:**

Must be able to stand, walk, and sit; ability to use hands and/or fingers, reaching with hands and arms; must be able to talk and hear; ability to occasionally climb or balance and stoop, kneel, crouch and crawl as required; must have the ability to lift up to 50 pounds as needed; must be able to see up close and have distance vision and have the ability to focus; must be able to work in a moderate noise level office environment. Climbing ladders and being lifted in boom lifts during installations up to 90 feet in the air is a must. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**EEOC Statement**

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to comply with all fair employment practices regarding citizenship and immigration status.

**Taubman Museum of Art is committed to creating a diverse environment**

At The Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same.

In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.