



Job Description

Job Title: Assistant Preparator and Art Handler/Technician	Updated: March 2023
Department: Exhibitions and Community Engagement	FLSA Status: Non-Exempt
Reports to: Head Preparator and Art Handler/Technician	Full-time (Overtime Eligible)

Job Summary:

Assist Head Preparator and Art Handler/Technician with museum-quality art handling related to the display, maintenance, and long-term care of the Museum's collection and implementation of the Museum's active schedule of exhibitions and programs. Responsible for assisting Museum staff with fine art handling, storage, packing, transportation, installations, and all related preparation for the collection and exhibition objects, and assisting facilities staff on an as-needed basis with non-gallery related maintenance, repairs, and projects as assigned. Produce and install gallery labels. Support mission and vision of Museum throughout performance of duties.

Essential Functions and Responsibilities:

- Assist Registrar with documentation, organizing and locating objects, annual inventories, and other projects as assigned
- Work in collaboration with Facilities Manager as needed with non-gallery related maintenance, repairs, and projects as assigned
- Careful attention to safety, detail, and accuracy
- Packing/unpacking, handling, and hanging, installing, or deinstalling artwork; matting and framing artwork as needed
- Oversee and participate in the safe movement and handling of all collections and exhibition objects in accordance with best practices and industry standard
- Assist with organization of storage locations, preparation of housing for collections objects in storage and for transportation purposes to and from the Museum and between offsite locations
- Loading and unloading art efficiently ensuring the safe movement of all artworks, crates, and exhibition objects
- Movement, care, and placement of pedestals and vitrines used in installations
- In collaboration with Registrar, maintain inventory, movement, and storage of all exhibition-related items
- Production and installation of gallery didactic labels, text panels, and various exhibition signage for collection and exhibition objects; label formatting as necessary
- Observes and reports, when necessary, on the condition of elements within the Museum, including temperature, humidity, and the security of the works of art

- Assists with location tracking and documentation of art movement, updating museum collection database as needed
- Act as courier/representative for any off-site movement of objects as approved by the Chief Curator and Deputy Director of Exhibitions and Collections
- Maintains gallery lighting, lighting storage and supplies
- Responsible for installing, ensuring best display of digital media/video in Museum exhibitions
- Assists Head Preparator and Art Handler/Technician with budget and submitting purchase orders
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Practical knowledge of professional art-handling standards and procedures
- Practical knowledge of matting and framing techniques
- Art installation procedures, techniques, and methods and materials
- Understanding of professional object description and condition reporting terminology
- Experience with collections management databases, particularly Rediscovery's Proficio Software
- Excellent 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, or equivalent
- Logistical planning skills, especially concerning object movement and shipment
- Ability to work with other people in a cordial and effective manner
- Ability to work effectively with all units and levels of the organization
- Ability to function well with internal and external customers
- Capacity to pay attention to detail and accuracy
- Must be able to physically move artwork (big/small/heavy/light) and crates; pack, unpack and crate artwork; install artwork; climb ladders and be carried up to 80 feet on lifts

Training, Education and Experience:

- Bachelor's degree in museum studies and/or art history, and a minimum of two years' experience working in an art museum setting
- A minimum of 2 years of art-handling, hands-on experience in an art museum setting
- 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
- Mounting and framing skills desirable

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 a minimum of 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 80 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.