
Auburn University Job Description

Job Title:	Preparator	Level I	Grade 28 \$21,900 - \$36,500
Job Code:	AB03	Level II	Grade 29 \$24,400 - \$40,800
FLSA status:	Non-exempt	Level III	Grade 30 \$27,400 - \$45,700
		Level IV	Grade 31 \$30,700 - \$51,100

Job Summary

Prepares and coordinates the installation of art exhibits and assists in maintaining the physical property of museum buildings and grounds.

Essential Functions

1. Coordinates and oversees the preparation of exhibitions to include (but not limited to) the handling, containment, storage, and shipment of works of art.
2. Facilitates the matting, framing, lighting, building of case displays, and any other preparatory work for exhibitions.
3. Coordinates the physical maintenance of the museum, property, and grounds.
4. Oversees shops for the production of exhibition materials, signage, and frames.
5. Cleans and repairs art objects as needed using cleaners, solvents, soap solutions, and polishes.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of related and recurring assignments.	Knowledge of processes, methods and procedures associated with a limited range of engineering or scientific problems.	Associates degree in a technical or scientific field related to area of assignment.
II	Performs complex steps of an operation or project or completes important stages of a project.	Detailed knowledge of established processes, methods, and techniques, as well as uses a variety of standard reference guides, and precedents to obtain needed information and to select and adapt methods and procedures.	Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
III	Plans and coordinates operations of a project.	Knowledge of several specific engineering or scientific principles, and skill in using specialized techniques and equipment and selects appropriate guidelines to resolve operational problems not fully covered by precedents	Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Organizes and executes multiple steps to develop and/or enhance new methods, approaches, and procedures essential to the completion of important aspects of projects or activities.	Knowledge of many specific engineering or scientific principles and skill in using complex techniques and equipment to demonstrate the ability to interpret, select, adapt, and supply many guidelines, precedents, and engineering principles and practices which relate to the area of specialization.	Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Associates degree in a technical or scientific field related to area of assignment.
- Level II** Associates degree in a technical or scientific field related to area of assignment plus 2 years of experience.
- Level III** Associates degree in a technical or scientific field related to area of assignment plus 4 years of experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Associates degree in a technical or scientific field related to area of assignment plus 6 years of experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Coursework in Fine Arts or related field

Focus of Experience

Experience in preparing art for exhibition to include design construction, venue construction, and/or exhibition design.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012
