
Auburn University Job Description

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| Job Title: | Museum Preparator | Job Family: | No Family |
| Job Code: | AB03 | Grade 29: | \$25,000 - \$41,700 |
| FLSA status: | Non-exempt | | |

Job Summary

Reporting to the Chief Preparator, assists in executing the installation of art exhibitions and performing other tasks pertaining to the safe handling, transportation, and storage of art.

Essential Functions

1. Assists in the de-installation of art exhibitions, assists in the preparation of the gallery environment, assists in the installation of new exhibitions, including lighting, fabrication and installation of exhibition signage and didactics, and archival handling of art objects.
2. Assists in the fabrication of archival quality art display fixtures, art storage solutions, custom mounts, conservation mats and frames; assists with the installation of art works into such units.
3. Assists in the maintenance of a safe work environment in the carpentry and fabrication workshops.
4. Assists in building or retrofitting crates and packages for safe shipping; packs and unpacks outgoing and incoming art shipments, transports works of art locally and regionally via museum vehicle under the direction of the Chief Preparator.
5. May perform other duties as assigned.

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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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--|--|
| Education | Some college; vocational or Associate's Degree | Degree in Art, Art History, Museum Studies or relevant field. |
| Experience (yrs.) | 1 | Experience in carpentry, interior wall preparation and painting. Preferred experience in art handling. |

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Understanding of art materials and techniques, general knowledge of art history, basic math knowledge, experience or the capacity to learn proper art handling, art procedures, understanding of good design principles, knowledge of computer hardware and software. Knowledge of carpentry and painting skills and tools.

Certification or Licensure Requirements

Valid driver's license or ability to obtain valid driver's license.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/6/2018
