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## Auburn University Job Description

Job Title: **Chief Preparator**

Job Family: No Family

Job Code: **AB13**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

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### Job Summary

Responsible for scheduling, coordinating, and executing various tasks necessary to plan and install museum exhibitions to meet deadlines, fulfilling all contractual requirements and/or best professional practices. Performs highly specialized tasks pertaining to the safe handling, movement, and storage of works of arts.

### Essential Functions

1. Performs tasks and directs assistants to safely de-install art exhibitions, oversees preparations of the gallery environment, oversees the installation of new exhibitions, including lighting design, fabrication and installation of exhibition signage and didactics, and archival handling of art objects.
2. Designs and oversees the fabrication of archival quality art display fixtures, art storage solutions, custom mounts, conservation mats and frames; directs and oversees the installation of art works into such units, and/or collaborates with registrar and curator to install art into display and storage units.
3. Oversees and maintains safe working conditions of carpentry and fabrication workshops, manages and procures departmental supplies inventories; oversees and trains assistants in proper use of tools and materials, assists curator in exhibition design concepts and solutions.
4. Designs, builds, or retrofits crates and packages for safe shipping; packs and unpacks outgoing and incoming art shipments; transports works of art locally and regionally via museum vehicle.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>
<b>Education</b>	Four-year college degree	Degree in Art, Art History, Museum Studies or relevant field.
<b>Experience (yrs.)</b>	4	Experience in preparing art for exhibition to include creative design, installation, professional art (or museum artifact) handling. Must have at least 1 year of supervising, leading, or mentoring employees.

#### 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

Knowledge of art materials, art techniques, art history, best museum professional standards and practices, and experienced in the proper handling of art objects.

Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.

Knowledge of carpentry skills and painting.

#### Certification or Licensure Requirements

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

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### 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, reaching, talking, hearing, handling objects with hands, and lifting up to 50 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: 8/6/2018

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