Auburn University Job Description

Job Title: Chief Preparator

Job Code: AB13

FLSA status: Exempt

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.
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Art, Art History, Museum Studies or relevant field.</td>
<td>Four-year college degree</td>
<td>Knowledge of art materials, art techniques, art history, best museum professional standards and practices, and experienced in the proper handling of art objects.</td>
</tr>
<tr>
<td>Experienced in the proper handling of art objects.</td>
<td></td>
<td>Knowledge of carpentry skills and painting.</td>
</tr>
<tr>
<td>Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.</td>
<td></td>
<td>Valid driver's license or the ability to obtain a valid driver's license.</td>
</tr>
<tr>
<td>Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.</td>
<td></td>
<td>Valid driver's license or the ability to obtain a valid driver's license.</td>
</tr>
<tr>
<td>Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.</td>
<td></td>
<td>Valid driver's license or the ability to obtain a valid driver's license.</td>
</tr>
<tr>
<td>Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.</td>
<td></td>
<td>Valid driver's license or the ability to obtain a valid driver's license.</td>
</tr>
<tr>
<td>Knowledge of Microsoft Office Suite, Adobe Creative Suite, and 2D/3D design applications.</td>
<td></td>
<td>Valid driver's license or the ability to obtain a valid driver's license.</td>
</tr>
</tbody>
</table>

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.

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 carpentry skills and painting.

Certification or Licensure Requirements
Valid driver's license or the ability to obtain a 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, 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