
Auburn University Job Description

Job Title: **Chief Preparator**

Job Family: No Family

Job Code: **AB13**

Grade LM08 \$40,100 - \$64,200

FLSA status: Exempt

Job Summary

Reporting to the Director of Curatorial Affairs of the Jule Collins Smith Museum of Fine Art, the Chief Preparator is responsible for the overall safe, efficient, and highly specialized internal movement, housing, and installation of the university art collection and loaned objects, all to expand art's impact and grow and enrich the relationship of the museum with its communities, the region, and the state. Maintains professional museum standards of care and maintenance of collections and all exhibition and other curatorial areas. Serves as a key member of the curatorial unit team, whose work supports the implementation of the Museum's vision of a highly-creative, outward-facing, visitor-centered institution in service to the university, the region and the nation that welcomes everyone to explore, experience, and engage with the visual arts.

Essential Functions

1. Prepares gallery spaces in advance of exhibition installations. Leads hanging, installing, and deinstalling exhibitions; in collaboration with the Director of Operations, installs, deinstalls, and maintains outdoor sculpture; and arranges and designs lighting in galleries, ensuring strict adherence to required light levels.
2. Directs and oversees, and/or collaborates with Director of Curatorial Affairs to install art into display and storage units both on site and at off site locations. Designs, builds, or retrofits crates and packages for safe shipping; packs and unpacks outgoing and incoming art shipments; and transports works of art locally and regionally.
3. Designs, oversees, and/or undertakes the fabrication and production of archival quality art display cases, art storage solutions, customized mounting systems, specialized and alternative hanging systems unique to museums, conservation mats and frames.
4. Under the direction of the Director of Curatorial Affairs, supervises and/or participates in the safe, efficient, and highly-specialized movement of all works of art in the museum's care, whether part of the collection or on loan, including packing, unpacking, crating, and decrating works of art for travel.
5. Oversees and maintains safe working conditions during gallery turnover and of the carpentry and fabrication workshop. Manages and procures departmental supply inventories. Oversees and trains assistants in proper use of tools and materials. Assists the Director of Curatorial Affairs, art and graphic design colleagues, and vendors in exhibition design concepts and solutions as needed.
6. Performs such other duties as assigned by the Director of Curatorial Affairs that may arise in the course of the museum's development and needs.

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.

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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	Four-year college degree	Degree in Art Education, Art History, Museum Studies, Public Humanities, Cultural Studies, Library Studies or relevant field.
Experience (yrs.)	4	Experience in art handling, fabrication and carpentry related to exhibitions and installations, and handling a private, museum, or special collection within an arts or culture environment for diverse community audiences. Must have at least 2 years of supervising, leading, or mentoring employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

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.

In-depth knowledge of carpentry and other skills related to the stewardship, hanging and installation of art, such as using power tools and specialized tools within the museum setting, affixing appropriate hardware, matting, framing, and lighting. Excellent skill in installing all types of artworks, from traditional to new media. Ability to communicate effectively, remain organized and execute details precisely under pressure.

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, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, 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.

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Date: 11/10/2022

