



## Job Description – Gibbes Museum of Art

Updated: February 2023

**Job Title:** Head Preparator

**Department:** Collections and Exhibitions

**Reports To:** Director of Curatorial Affairs

### **Position Summary:**

The Head Preparator plans, supervises, and executes all aspects of the installation, deinstallation, packing, preparation, and safe movement of all art objects displayed in the museum galleries for temporary and permanent exhibitions, and oversees the collections storage facility. As a member of the Collections and Exhibitions Department, the Head Preparator will be an integral part of a small team that manages a dynamic and evolving collection of American art and presents 6-8 special exhibitions annually. In addition to working closely with the Director of Curatorial Affairs and the Collections Manager and Registrar, the Head Preparator will coordinate with the Director of Operations and work with departments across the museum, artists, lenders, and museum stakeholders.

### **Essential Duties and Responsibilities:**

- Plans, coordinates, and executes the installation of artwork in all media according to standard museum practices and techniques.
- Oversees incoming and outgoing art shipments; this includes preparing and/or packing artworks for installation/deinstallation and shipment, as well as assessing needs for, scheduling and supervising additional art handlers as required.
- Provides maintenance and upkeep of museum galleries, including regular checks of cleanliness, lighting, HVAC systems, and signage in cooperation with Director of Operations.
- Work with Director of Operations to prepare special exhibition galleries for installation including patching, painting, signage installation, and case and wall movement.
- Ensures all artwork is prepared for display according to museum standards and techniques; this includes matting, framing, case or platform preparation and mount preparation as needed.
- Manages the collections storage facility; this includes ensuring all artwork is stored according to proper preservation standards, assisting with collections inventory and location tracking of works in the database system, and pulling works for staff, researchers, and approved guests upon request.
- Manages budget expenditures and assists with departmental budget planning.
- Performs other duties as assigned.

### **Job Requirements:**

- Bachelor's degree in studio art, museum studies or related field required; Master's degree preferred.
- Minimum of 2 years preparator/art handler experience in a museum setting required; 4 years of preparator/art handler museum experience preferred.
- Must be able to work a flexible schedule; to include weekends, evenings, and overnight travel as needed.
- Must pass a background check prior to employment.

**Knowledge, Skills & Abilities:**

- Knowledge of museum best practices and proven experience with art storage and exhibition display methods, techniques, and procedures.
- Knowledge of lighting techniques in an art gallery setting and experience with 2D or 3D design software.
- Knowledge of occupational hazards and safety precautions of the trade.
- Ability to handle the movement of artwork, crating, casework, and temporary walls.
- Ability to operate light woodworking/carpentry tools, scissor lift, palette jack, and painting equipment.
- Ability to use standard office equipment (e.g., phone, copier, etc.) and current PC networking system.
- Ability to problem-solve, adapt, and work under the pressure of tight deadlines.
- Ability to communicate effectively in a team environment.
- Ability to lift weight or exert force on objects up to 50 pounds.
- Ability to seize, hold, grasp, turn or otherwise work with hand or hands.

**Compensation:**

- Salary: \$45,000 - \$50,000 per year
- Generous paid time off
- Paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

**Position:** Full-time, Exempt

**Please provide the following as part of your application:**

- Cover letter detailing your interest in the Gibbes Museum of Art and your qualifications (PDF)
- Resume including education and experience (PDF)

Send application by email to: [careers@gibbesmuseum.org](mailto:careers@gibbesmuseum.org)

*The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*

Location: 135 Meeting Street, Charleston, SC 29401