MUSEUM PREPARATOR

Summary of Position
Art handling in the museum environment requires a unique skill set that combines practical wisdom and experience with an ability to think critically and imaginatively. The museum preparator will be expected to move fluidly among assignments, and yet approach each object deliberately and with prudence.

The successful candidate will report to the Manager of Exhibition Services (MES) and will be a member of the Preparator’s Office which is called upon for preparation, matting, hinging, and framing of works on paper, gallery and campus installations, art packing, local transport, gallery and storage maintenance, light wall construction, A/V media installation, and general collections support.

Responsibilities
The primary responsibility of the museum preparator is to fulfill collections handling assignments by strictly adhering to professional practices and ethics for object care, display, movement, and storage. Either working alone or in a team setting, the preparator handles a broad range of media from a collection of 92,000 museum objects.

Additional responsibilities:
- Provide art handling support for precept classes, scholar’s visits, and other inquiries
- Custom packing, transport, and installation of art objects on campus and in the NY/PHL region
- Exhibition installations
- Assist in the preparation and maintenance of 29,000 square feet of public galleries which may include painting and repairing walls; preparing gallery furniture and mounts, and printing and mounting object labels
- Warehouse handling of gallery furniture, props, and materials
- Assist the Images Services Manager with object movement related to documentary and publication photography
- Rehousing permanent collections within art storage
- Identifying and understanding potential and real workplace hazards to the team and art objects

Requirements
This position requires extensive experience in fine art handling. The preparator will be expected to move confidently among a sizable range of media and to properly analyze the physical requirements and the inherent risk associated with object handling. An ability to plan and organize within a changing work environment while adhering to the time sensitive nature of museum production work is critical. The preparator must be able to communicate clearly, act independently and decisively, and understand fully the responsibilities associated with museum productions. An ability to anticipate the next move, to handle stress, and to stay focused is essential.
Additional requirements:

- Minimum of five years experience in a museum or gallery setting as a fine art preparator or conservation technician
- Considerable installations experience
- Demonstrated experience handling paintings, sculpture, works on paper, textiles, and decorative arts
- In-depth knowledge of artists' methods, materials, and techniques, as well as a general knowledge of art history
- Excellent communication and problem solving skills
- The ability to work collaboratively and follow instructions
- Detail oriented, self motivated, and a keen sense of mission
- Knowledge of fine art packing and transportation techniques
- Demonstrated proficiency in primary carpentry skills
- Comfortable climbing ladders and scaffolding and operating aerial lifts
- Willing to operate fork lifts and “stand behind” equipment
- Willing to drive vans and trucks (17,999 pounds GVWR)
- Good physical health with the ability to move swiftly in and out of trucks, as well as lift, push, pull, and support heavy objects, crates, and other sundry items
- The ability to dead lift 75 pounds is required and the successful applicant must pass a rigorous and mandatory physical aptitude test
- Valid driver’s license
- Finalist will be required to successfully complete a background check and pre-employment physical
- Bachelor’s degree is required, MA or MFA preferred

Further information about the Museum and its programs can be found at http://artmuseum.princeton.edu.

The Museum: With a collecting history that dates to the 1750s, the Princeton University Art Museum is one of the leading university art museums in the country. From its origins as a museum of the Enlightenment, the collections have grown to more than 92,000 works of art that range from ancient to contemporary and span the globe, with particularly renowned strengths in the art of the ancient Americas, Chinese art, and the history of photography. Committed to advancing Princeton’s teaching and research missions, the Art Museum serves as a gateway to the University for visitors from around the world. The Museum is intimate in scale yet expansive in scope, offering a respite from the rush of daily life, a revitalizing experience of extraordinary works of art, and an opportunity to delve deeply into the study of art and culture.

To apply, please go to https://jobs.princeton.edu and post to requisition #1500482.

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