

Job Description

Position: Preparator

Position Summary: The Preparator participates in general and/or specialized aspects of collections management; exhibit installation; acquisition processing; storage and handling; IPM; and environmental monitoring for MIM. The Preparator reports to the Exhibits Manager and works closely with staff in MIM's Curatorial and Collections departments. The Preparator position is full time and includes benefits.

Primary Responsibilities:

- Assists in the installation of objects for exhibition and in the de-installation of objects for photography, mount making, exhibit maintenance, and conservation purposes.
- Efficient with power tools such as drills, saws, and sanders.
- Properly documents location changes of all objects in MIM's collection database, TMS; inputs and updates collection data in TMS, as needed.
- Works with other team members to ensure the proper handling and safety of objects during installation; ensures the safety of the collection in storage through routine storage inspection and monitoring.
- Assists in the organization, tracking, and installation of exhibit signage, object and audiovisual labels, graphic rails, mounts, pedestals, donor plaques, headers and subheaders and mural graphics.
- Assists in the routine cleaning (dusting, vacuuming, etc.) of exhibit spaces and objects; documents object cleaning in TMS.
- Performs maintenance tasks (patching, painting, etc.) of exhibit spaces.
- Builds storage mounts and rearranges items in storage as needed to implement plans for permanent housing of the collection.
- Assists with pest monitoring and other IPM activities.
- Assists with environmental (humidity) monitoring in gallery and storage spaces.
- Assists in maintaining organized, clean, and functional spaces for exhibit prep, storage, and permanent and temporary object staging.
- Assists in maintaining an inventory of supplies, tools, and materials for back-of-house collections spaces.
- Works with registration team members to process incoming acquisitions and loans (freezing objects when appropriate; taking photos; taking dimensions; and tagging); assists with packing and shipping of objects as needed.

- Expedites objects to Conservation Lab or other museum areas as needed.
- Manages and assists in selected special projects (museum wide) and performs other related duties, as assigned.

Specialization: Among the Preparator team, individuals may be specialized in areas relating to conservation, mount making, photography, pest management, etc. Specific job duties may evolve depending on the interests and training of the individual and the needs of MIM.

Qualifications

- Bachelor of Arts in museum studies or related field desired; should have at least three years' experience handling objects in a museum as a Collections professional
- Knowledge of accepted museum collection management practices
- Must have strong analytical skills
- Some travel and weekend work may be required
- Must be technically literate, with experience in data entry and office software programs
- Ability to problem-solve, work independently, and excel in a high performance, team-oriented culture
- Strong writing and collaborative interpersonal skills
- Ability to lift at least fifty pounds and climb a stepladder
- Possess a valid U.S. driver's license

Apply Here:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccId=19000101_000001&jobId=485539&source=CC2&lang=en_US