

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Preparator
Department:	Installations
Supervisor:	Installations Designer
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	7:30 am – 4:30 pm. Some evenings and weekends required
Issue/Revised Date:	07/07/2015

Job Summary:

The Preparator performs all duties related to exhibition preparation; including but not limited to, installation, de-installation,

As part of the Installation team, the Preparator works closely with the Installation Designer, curators, registrars, and installations staff to ensure that exhibitions are built to specification, installed and de-installed, packing, shipping, and receiving artwork and coordination of necessary materials. Work includes but is not limited to exhibition design and construction.

Minimum Qualifications:

- 1 year work experience in carpentry.
- Demonstrated knowledge of museum installation techniques.
- Experience with art handling, storage, packing, crating, and installation.
- Effective communication skills with the ability to work independently or with a team.
- Proficiency with exhibition development process, including knowledge of design and construction principles and best practices.
- Able to think strategically; complete installations on time with minimum unnecessary stress on museum staff.

Desired Qualifications:

- College degree and 1 to 2 years collaborating in exhibition projects for museums, art galleries or multi-dimensional design studios, or an equivalent combination of education and experience.
- Skilled in model building, construction/fabrication drawing, basic construction, museum exhibition furniture construction and crating.
- Experience mat cutting, framing and un-framing.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

Essential Duties:

- Works closely with curators to prepare galleries for rotations and exhibitions. Prepping galleries includes: fabrication of exhibition partitions, platforms, pedestals, risers, mountings, and other components.
- Works with the Installation staff to unload and load crates for shipping, unpack and repack art objects, proper transport and art handling, installing and de-installing 2 and 3 dimensional and media artwork.
- Receives packing and shipping of artwork and is responsible for the proper handling of them.
- Organizes and maintains gallery tools and needed supplies to ensure proper installation and aesthetics.

- Maintain knowledge of new techniques, technologies, and innovations in exhibition development.
- Ensure safety rules of the carpenter shop and proper use of the equipment.
- Additional duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision, think visually and visualize the task that is assigned. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

Working Conditions and Atmosphere:

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Working conditions are both indoors and outdoors. Must be able to climb stairs and ladders, move across uneven surfaces, bend, stoop, crouch, crawl, and reach. Must be able to use fingers and hands to use hand tools, power tools, lifts, and manipulate small and large objects. Must be able to carry and lift overhead up to 50 pounds. Noise level is usually normal, but can be loud when around power tools and equipment. Must be able to hear normal conversations and be able to see up close and at a distance. Must be able to speak clearly and audibly and remain calm under stress and tight deadlines. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

Department Approval

Date

Human Resources

Date

Disclaimer: The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.