



Preparator

Reports to: Registrar

Position Summary: The preparator is a key position in the curatorial department, who works closely with the registrar to contribute to the stewardship of the Museum's collection. The preparator is responsible for duties related to exhibition preparation and installation, deinstallation, packing, crating, movement, and storage of artwork and objects from the permanent collection and on loan to the Museum.

Key Responsibilities:

- Prepares, installs, and deinstalls artworks at the Museum while adhering to Museum policies and standards.
- Strategizes and assists with planning installations and deinstallations with curatorial department colleagues.
- Works with curatorial staff to supervise contract workers.
- Performs the execution of the integrated pest management procedures along with the registrar, security, and maintenance.
- Coordinates gallery preparation, including painting, placement of pedestals and moveable walls, and creating mounts for artworks.
- Works with the registrar to light artwork in all galleries to museum standards. Works with the maintenance team to maintain proper lighting in gallery spaces.
- Assists with the organization and coordination of shipping loans and exhibitions. Aids in packing, crating, and receiving artworks.
- Works with board members and curatorial staff on art inventories.
- Creates expense projections related to project needs and budgets.
- Collaborates with and assists curatorial staff during the design phase of exhibition floor plans.
- Works with security, maintenance, and the registrar to keep the environmental controls at appropriate levels according to museum standards.
- Coordinates and arranges any heavy equipment rental(s) needed for installation or deinstallation of artworks. Supervises the driver and/or crew hired for this need.
- Oversees proper and safe operation of power tools for self and contractors.
- Maintains inventory of supplies and materials related to workshop and art preparation and orders materials as needed.
- Maintains the storage and prep areas along with the curatorial team.
- Assists in the maintenance of TMS records.
- Works with other Museum departments on projects as needed.
- Other duties as assigned.

Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art

Mission:

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

Benefits:

- Salaried non-exempt role starting at \$26.62 per hour
- Full time NMWA benefits for full-time employee
 - Housing and Transportation Stipend
 - Medical, Dental, and Vision coverage
 - Life Insurance
 - 403(b) Retirement Plan Contribution
 - 20 PTO days
 - 11 Paid Holidays

Qualifications:

Education:

- Bachelor's degree in studio art, art history, museum studies, or a related field and three years of experience in art handling, installation, and preparation, with proven understanding of proper art handling and maintenance of museum objects, or an equivalent combination of education and experience.

Experience:

- Demonstrated knowledge of museum installation techniques and standards.

Skills & Competencies:

- Working knowledge of Microsoft Office (Word, Excel, PowerPoint), Google Workspace, and other related software.
- Excellent interpersonal, communication, and time management skills.
- Strong attention to detail.
- Ability to read floor plans, specifications, and diagrams.
- Skill in use, and care, of power tools.
- Ability to work as part of a team and independently.
- Ability to anticipate problems or to identify issues quickly and resolve them to ensure efficient installations.
- Ability to understand and maintain the highest levels of confidentiality.
- Ability to organize workflow and coordinate activities, while maintaining compliance with OSHA and ADA requirements.

Preferred Experience:

- Database entry in TMS (The Museum System).
- Sketchup or other exhibition design software.
- Crate building and carpentry.
- Art framing.

Physical Requirements:

- Lifting and carrying: Ability to lift and move objects weighing 50+ pounds regularly.
- Standing and walking: Prolonged standing, walking, bending, and climbing ladders are often necessary.

- Fine motor skills: Dexterity to handle delicate and valuable artifacts with precision.
- Climbing and heights: May need to work on ladders, scaffolding, or lifts to install exhibits.
- Pushing and pulling: Moving crates, pedestals, and display cases may be required.
- Repetitive motions: Frequent use of hand tools, drills, and other equipment for exhibit setup.
- Visual acuity: Sharp vision for detailed work on artworks, mounts, and displays.
- Adherence to safety protocols for lifting, equipment use, and artifact handling.

The National Museum of Wildlife Art is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law. We believe that diversity drives innovation and success, and we welcome applicants from all backgrounds to apply.