Position Title: Lead Preparator
Department: Curatorial
Location: Santa Fe, NM
Pay Range: $27-$29/Hour
Hours: Full-Time, Non-exempt

Position Summary
The Georgia O’Keeffe Museum is searching for a Lead Preparator to join our curatorial team. The Lead Preparator works closely with the Registrar/Collections Manager, as well as the Head of Conservation and the Fine Arts Curator. The Lead Preparator is responsible for supervision of one part time preparator as well as contract preparators and all matters pertaining to safe handling of works of art in the permanent collection, on loan to the museum, or received for temporary exhibitions. That may include packing, unpacking, mounting, installation, special av equipment handling, or other duties related to exhibition installation and de-installation. The Head Preparator coordinates communication with registrars, curators, designers, security, operations, and other necessary departments to ensure proper scheduling of all projects.

*COVID-19 considerations:*
All visitors and employees are required to wear a mask. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

Responsibilities include but not limited to

Installation Planning and Implementation
- Develops and implements plans for the installation and deinstallation of special exhibitions and collection rotations, in collaboration with Registration/Collections Management, Conservation, and Curatorial staff.
- Works closely with Collections and Interpretation Division staff to develop installation schedules for installation/deinstallation of special exhibitions and permanent collection rotations and loans.
- Assigns and schedules one part time staff preparator and engages contract preparators (painting, crating and installation contractors) where needed in the implementation of exhibition installations, permanent collection rotations, packing and unpacking of loans and special projects.
- Coordinates the construction and painting of pedestals, fixtures, and other finished structures for the installation and display of works of art.
- Collaborates with Collections and Interpretation division staff on the design and construction of special exhibit effects and temporary walls.

Collection Care and Safety
- Works with the Registrar/Collections Management and Conservation departments to ensure that all gallery spaces are well maintained.
• Implements proper procedures for handling works of art (use of clean carts, gloves, location change sheets, tags, etc.) and safety training for use of all equipment, including forklift, etc.
• Works with Collections staff to record and maintain IPM procedures.

Administration
• Collaborates with division staff to develop the annual budget proposal, with a focus on the installation budget components for exhibitions and permanent collection rotations.
• Processes all department documentation: collections work requests, purchase orders, invoices, schedules, calendars, vacation requests, time sheets, etc. with assistance from assigned preparator and administrative assistant for collections.

Leadership
• Provide direction and training for direct report(s)
• Work collaboratively with Museum departments, other museums, and external organizations
• Participate in Museum and Collections and Interpretation planning, committees, task forces, and teams
• Engage in regional and national professional organizations and collaborative activities

Special Projects or Additional Duties
• Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications
• GED or HS diploma, Required
• BA/BFA in Fine Arts, Preferred
• 5 Years’ experience in art preparation
• 3 Years’ Museum experience
• Minimum 1 Year experiencing managing staff
• Proven skills in industrial and or commercial cleaning and general light maintenance role.

Skills and Abilities
• Solid knowledge of museum best practices, particularly with respect to fine art handling, packing, installation, and lighting
• Ability to work creatively and collaboratively in a team-based environment
• Able to work on multiple priorities and large-scale projects on deadline
• Empathetic manager who is able to support cross-departmental collaboration
• Excellent problem-solving skills, flexible working style
• Must meet the physical requirements of the job, to include but not limited to: Ability to climb stairs or a ladder, bending, kneeling, stooping, working with hands above shoulder level, and lift up to 40lbs.
• Ability to operate small hand and power tools.
Benefits
This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to:
Jobs@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.