

Georgia O'Keeffe Museum

Position Title: Part Time/ On- Call Preparator
Department: Curatorial
Location: Santa Fe, NM
Pay Range: \$24-\$29/Hour
Hours: Part-Time/On -Call, Non-exempt

Position Summary

The Georgia O'Keeffe Museum is searching for a Part Time/On -call Preparator to join our curatorial team. The Part Time Preparator works closely with the Lead Preparator, as well as the Head of Conservation and the Fine Arts Curator and other preparators. Preparators work with all matters pertaining to safe handling of works of art in the permanent collection, on loan to the museum, or received for temporary exhibitions. This may include packing, unpacking, mounting, installation, special av equipment handling, or other duties related to exhibition installation and de-installation. Tasks related to the Museum's integrated pest Control management program (monitoring bugs traps and general exhibition and collections cleaning duties) may be assigned. They may be asked to perform specialized tasks on an ongoing and regular basis related to their specialty skills.

Responsibilities include but not limited to

Installation Planning and Implementation

- Work with the Lead Preparator on the implementation of plans for the installation and deinstallation of special exhibitions and collection rotations, in collaboration with the Preparator staff, Registration/Collections Management, Conservation, and Curatorial staff.
- Places or installs fixtures, and other finished structures for the installation and display of works of art.
- Works with Lead Preparator to set schedule and determine tasks and timeframes.

Collection Care and Safety

- Works with the Lead Preparator, Registrar/Collections Management and Conservation departments to ensure that all gallery spaces are well maintained.
- Follows 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.

Collaboration

- Work collaboratively with museum departments, other museums, and external organizations
- Participate in Museum and Collections and Interpretation planning, committees, task forces, and teams

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
- 3 Years' experience in art preparation
- 3 Years' Museum experience
- Demonstrated knowledge of museum best practices, particularly with respect to fine art handling, packing, installation, and lighting

Skills and Abilities

- Ability to work creatively and collaboratively in a team-based environment
- Able to work on multiple priorities and large-scale projects on deadline
- 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 some benefits, including free museum membership, retail store discount, and Employee Assistance Program!

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.