



Position Title:	Art Gallery Preparator		
Reports To:	Director		
Department:	Art Gallery System	Job Code:	4942
Prepared By/Date:	Lula Rodriguez/6-21-2011	Job Group:	SNE
Approved By/Date:	Lula Rodriguez/6-21-2011	Salary Grade:	10
Revised:	Elaine Spence/6-21-2011	FLSA Status:	Non-Exempt

Summary:

This position performs all duties related to exhibition preparation including but not limited to installation, de-installation, packing, shipping, and receiving artwork and coordination of necessary staff and materials. Work includes but is not limited to exhibition design and construction.

Essential Duties and Responsibilities:

- Responsible for the installation and preparation needs of all campus galleries, including the Freedom Tower galleries that are part of Miami Dade College's Art Gallery System
- Manages and executes installations including, but not limited to moving walls, installing mounts, cases, and exhibit components; painting; hanging wall labels and text panels; and adjusting gallery lighting
- Arranges scheduling, technical, material and identifies and supervises staffing needs for the installation and de-installation of exhibitions
- Works closely with Chief Curator and Associate Curator in the design and preparation of exhibitions
- Receives packing and shipping of artwork and is responsible for the proper handling of them
- Estimates time, manpower, and materials for exhibition installation
- Researches material sources, vendors, and procuring materials
- Organizes and maintains gallery tools and needed supplies to ensure proper installation and aesthetics
- Responsible for ensuring the proper upkeep of the Galleries including overseeing the janitorial staff
- Identifies and rectifies safety hazards in the workplace
- Provides safety training and instruction to temporary staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrated knowledge of museum installation techniques
- Experience with art handling, storage, packing, crating, and installation
- Knowledge of art history
- Knowledge of building codes, construction techniques, materials and tools
- Ability to read building plans, specifications and diagrams
- Ability to perform a variety of building trade-skilled tasks, or find the appropriate cost-effective resources to perform
- Ability to identify problems and resolve them quickly
- Experience in carpentry and safe handling of power tools
- Familiarity with PC computers systems and software
- Ability to consistently lift heavy objects up to 75 pounds
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

This position requires strength and stamina as it involves climbing on ladders, handling artwork and objects of varying dimensions, weight and volume and occasional construction-related activities such as painting and moving walls, building and transporting crates.

The employee must consistently lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate of Arts degree in Visual Arts, Humanities, Art History or similar field of study and two (2) years of preparator experience in a gallery, museum setting, arts organization or work in a related field.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name