UNIVERSITY OF SOUTHERN CALIFORNIA

Museum Preparator

Job Code: 168907

Grade: 00
OT Eligible: Yes
Comp Approval: 7/15/2014

JOB SUMMARY:

Has responsibility for all aspects of museum exhibition installations and safe handling of all works of art in the museum including construction/preparation of exhibition furniture, pedestals, two and three-dimensional models, blueprints and displays; gallery painting; lighting; and art handling; in collaboration with museum’s registrar. Installs or de-installs artwork for temporary and permanent exhibitions as designed by curator or curatorial staff or collaborates with curatorial staff to design exhibition layouts. Ensures proper procedures of art handling are followed during art installations, gallery renovations, and art transportation. Works with registrar to create custom housings for any artwork returning to permanent storage. Has responsibility for proper maintenance of museums workshop and its safety conditions. Maintains and acquires museum’s workshop and related tools, hardware and other equipment and materials.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Installs or de-installs artwork for temporary and permanent exhibitions as designed by curator or curatorial staff or collaborates with curatorial staff to design exhibition layouts. Generates two and three-dimensional models and blueprints for gallery layouts. Provides fixture dimensions and temporary wall specifications. Builds pedestals and displays for exhibitions, as needed. Rotates artwork in permanent galleries and creates any necessary mounts for installations.

Prepares galleries for exhibitions including clearing of galleries and gallery walls in preparation of new exhibitions and proper repairing and painting gallery walls.

Cleans, maintains and ensures proper order of exhibitions galleries such as cleaning glass/plexi, dusts frames, pedestals, and sculptures.

Maintains museum’s workshop and related tools, hardware, and other equipment. Acquires materials and components necessary for galleries, interactive stations and art installations. Acquires tools and equipment necessary for the museum workshop, safety equipment and accessories. Maintains records of equipment and materials acquired.

Repairs and provides services for workshop equipment, lighting fixtures, electrical wiring of gallery components, gallery electronics, and gallery fixtures as needed. Maintains repairs and services records, as needed.

Works with registrar to create custom housings for art objects returning to long term storage or transport. Assists with planning and preparation of renovation of museum storage areas, as needed.

Receives and unloads exhibition crates and delivers to appropriate storage. Unpacks and repacks exhibition crates. Constructs exhibition cases on as needed basis. Utilizes standard museum techniques to protect art objects.

Handles artwork in a proper and careful manner. Hangs and moves objects and all media throughout the museum.
Coordinates and collaborates with contractors during art installations, demolitions and renovations. Maintains quality control of pedestals and fixtures being fabricated for exhibitions.

Observes and reports any and all defects, deterioration, and wear on the facilities.

Assists with or develops and monitors departmental budget for exhibition projects.

Provides training, art handling instructions, and safety procedures for interns, volunteers and contractors, as needed.

Responds to public inquiries in regards to the installation, exhibitions, lighting and other related requests in accordance with museum’s code of ethics.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

No

Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree  
Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 years

**Minimum Field of Expertise:**

Experience in preparation, installation, de-installation and care of handling valuable art objects at a museum or gallery. Knowledge of design and construction of museum exhibits, mountmaking principles, lighting concepts and systems, safety regulations, practices, procedures and ADA requirements. Knowledge of art handling procedures for two and three-dimensional art objects in a variety of materials, sizes and weights. Knowledge in using standard tools and methods used in painting, rough and finish carpentry as well as cabinet work. Painting, carpentry and wall framing skills required. Must have good manual dexterity and have knowledge in special care and handling of irreplaceable and valuable objects. Ability to lift and carry objects weighing up to 50 pounds. Proficient skills in either Sketchup or Autoclad.

**Preferred Education:**

Master’s degree

**Preferred Experience:**
3 years

**Preferred Field of Expertise:**

Degree in fine arts, humanities or related field

**Skills: Administrative:**

- Communicate with others to gather information
- Compute totals
- Coordinate work of others
- Customer service
- Gather data
- Maintain logs
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Handheld power tools and non power tools
- Personal computer
- Photocopier
- Shop/construction machinery

**Skills: Trade/Auxiliary:**

- Estimate materials costs
- Estimate materials required for specific job components
- Handle and move objects
- Identify technical and equipment problems
- Install equipment, machines, or wiring to meet specifications
- Install finished projects
- Perform general maintenance repair work for equipment and/or facilities
- Prepare reports and/or maintenance records
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

**Supervises: Level:**

May oversee staff, students, volunteers, agencies and/or resource employees.

**SIGNATURES:**

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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