

## Polk Museum of Art Job Description

Job Title: Preparator & Design Manager (P/T)  
Department: Curatorial  
Reports To: Executive Director & Chief Curator  
FLSA Status: Exempt  
Shift/Hours: Monday - Friday, 25 hrs. per week (flex-time required)  
Benefits: As outlined in the Employee Handbook for part-time employees.  
Last Update: March 2024

### JOB SUMMARY:

The Preparator & Exhibition Designer performs a variety of activities in the design, production, and fabrication of Museum exhibits, requiring knowledge of carpentry, metal work, lighting, construction of display cases, and matting and/or framing artwork. Under direction of the Executive Director and Chief Curator, and with assistance from the curatorial team, the Preparator & Exhibition Designer is responsible for all aspects of exhibition installations and de-installations from conceptual design to hanging of objects.

### JOB RESPONSIBILITIES:

- **Exhibitions:** responsible for the installation, design and deinstallation, lighting, labeling, and maintenance of all exhibitions, either traveling, from the permanent collection, or student works. Makes fixtures, mounts, and/or mats and frames works of art and is responsible for gallery preparation and maintenance and pedestal construction. Fabricates and constructs Museum exhibitions requiring a general knowledge of wood working, metal working, casting, and electrical circuits. Constructs a variety of routine accessories for Museum exhibits.
- **Movement of Artwork:** participates, as directed, in movement of all works of art in the Museum's care, whether internally or externally, from the permanent collection or on loan. Travel may be required. Makes shipping crates and is responsible for packing and crating works of art.
- **Maintenance:** along with the Registrar/Collections Manager, responsible for recording temperature/humidity and light levels in exhibition and storage spaces, and for maintaining recording equipment. Maintains tools and supplies for the carpentry and framing shops. Orders

supplies as needed. Assists in organizing and maintaining the collections and general storage rooms.

All Museum staff members may be called upon at any time, as a member of the Museum team, to work in other areas or take on additional responsibilities when necessary.

This document is a general description of the position listed.

### **JOB SPECIFICATIONS:**

**Education:** BA or BFA in art history, studio art, museum studies, and/or two years' museum or gallery experience in art handling and installation required for this position.

**Training and Experience:** Should have skills in all or some areas of graphic design, exhibition design, carpentry, welding, patching and painting, museum furniture-fabrication, electrical wiring skills, and knowledge of lighting techniques. Must be willing to perform maintenance work and set-ups for meetings and/or special events, and be able to work longer hours when necessary.

**Requirements:** Valid U.S. Driver's license; ability to work on feet and lift/handle objects that weigh 25 pounds or more; and safely operate saws, lifts, and other power tools.

### **SECURITY, CONFIDENTIALITY, PUBLIC RELATIONS:**

- All employees are charged with protecting the art and must be mindful at all times about security, both in and outside the building. When doors are unlocked they must be monitored, or the area occupied by staff/security, until locked. When a suspicious person is noticed, a Security Officer should be notified immediately. Keys must not be left in the open where they are easily accessible to visitors. Unlocked and unmonitored doors remain our most vulnerable points of intrusion.
- At times employees will be made aware of or may overhear confidential information during normal day-to-day activities, and such information will not be disclosed and shall remain confidential. Museum business is also a security issue and should always be held in strict confidence and not shared with outsiders.
- Inquiries by media (newspaper or radio, etc.) should always be referred first to the Marketing Manager, then to the Executive Director or Development Director. Employees should not attempt to answer questions, grant interviews, or be quoted unless prior arrangements have been made with the Public Relations Coordinator. **All employees are responsible for the positive public image of the Museum in the community and should remain mindful of this responsibility at all times.**

**PROBATION:**

All employees are hired on a six-month probationary status, in accordance with Museum policies. All Museum employees are employees at will and can be terminated at any time before or after the probationary period is completed, with or without cause. Nothing about the hiring of an employee should be viewed or interpreted as creating any contractual right of employment. All work is reviewed for effectiveness through inspection and evaluation reports at the end of any probationary period and, thereafter, annually. Benefits accrue during the probationary period in accordance with Museum policy, as stated in the Personnel Policies Handbook.