



Exhibitions Chief Preparator Job Description

Department: Exhibitions
Reports to: Exhibitions Manager
Date: September 24, 2018

Location: San Francisco
Status: Full Time
FLSA Code: Exempt

JOB FUNCTION:

The Chief Preparator is a member of the Exhibitions team, handling and preparing artifacts and art objects and assisting with exhibitions at The Walt Disney Family Museum. The Chief Preparator works with various teams at the museum, including Registration, Conservation, and Facilities.

DUTIES AND RESPONSIBILITIES:

- Plan, prioritize, and schedule exhibition preparation tasks.
- Ensure resources to meet Museum and exhibitions calendar deadlines.
- Manage the preparation team and outside contractors.
- Coordinate activities with Museum teams; attend weekly venue resource meeting.
- Oversee budgeting and acquisition of installation and preparation assets, materials, and tools.
- Maintain inventory of materials, equipment, and tools.
- Participate in preparation of artifacts and artwork for exhibitions, including matte-cutting, hinging, framing, and mount-making for 2D and 3D artifacts.
- Coordinate print, fabrication, and installation of wall labels, exhibition graphics, and other relevant exhibition elements.
- Safely transport artifacts and artwork between locations.
- Pack, unpack, and prepare shipments according to Museum standards.

- Monitor the condition of the Museum's galleries, identifying issues and proposing solutions.
- Oversee projects, coordinating with other Museum departments as needed.
- Other duties as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Flexibility to work in a small, dynamic atmosphere.
- Excellent organizational skills.
- Ability to multi-task and detail-oriented.
- Excellent interpersonal skills.
- Strong communicator in both written and oral form.
- Team player.
- Excellent hand skills for detailed work with fragile materials.
- Proficiency in carpentry, mount making, framing and other trade skills.
- Experience with hand and power tools.
- Working knowledge of Microsoft Excel, Microsoft Word, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Adobe Acrobat.

EDUCATION AND EXPERIENCE:

- Associate degree from an accredited college or university with major course work in art, fine arts, museum studies, or related fields.
- 5+ years of experience with custom projects in a variety of materials.
- 2+ years of experience in the preparation, installation, and the care and handling of art objects at a museum or gallery.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Must work indoors in a temperature-controlled environment, but may on rare occasions work outside. The work requires physical strength to lift heavy objects up to 50 lbs.; the dexterity to grasp very small objects; and good eyesight to see differences in color, shading, and brightness. Work may require occasional weekend and/or evening work.