



## Preparation Intern

### Job Description

**Department:** Collections & Exhibitions

**Reports to:** Senior Preparator

**Hours:** 16 hours per week

**Rate:** \$19.18/Hour

**Location:** San Francisco

**FLSA Code:** Non-exempt

**Status:** Part-Time, Temporary

**Date:** August 2025

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### **JOB FUNCTION:**

The Preparator Intern will work with the Exhibitions and Collections team, handling and preparing artifacts and art objects and assisting with exhibitions and long term storage projects at The Walt Disney Family Museum. This internship offers a valuable opportunity for students in museum studies or individuals with gallery experience who are looking to transition into a museum setting. This is a two-semester internship lasting 30 weeks in total.

### **DUTIES AND RESPONSIBILITIES:**

- Organizing and taking inventory of offsite museum storage
- Art handling (3D and 2D objects) including mount making, hinging, matting, and framing
- Fabrication of archival storage for 2D and 3D objects
- Work with Registration and Conservation Departments to move and prepare artwork for exhibitions
- Preparation of 3D and 2D objects for special exhibitions and rotations
- Move materials with dollies and Sprinter size trucks
- Perform daily and quarterly gallery maintenance, including deep cleaning and repairs
- Follow established collections department guidelines and protocols
- Maintain confidentiality of museum's collection and exhibits
- Fulfill other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be comfortable climbing ladders
- Must be able to lift 50 lbs
- Must have basic knowledge of the use of hand tools, ie handheld drills, sharp blades, etc.
- Basic knowledge of art handling best practices a plus
- Basic knowledge of matting and framing artwork a plus
- Must be comfortable working with fragile objects
- Solid math and measuring skills
- Superior written and oral communications and organization skills
- Must be detail oriented and able to multitask
- Excellent customer service and interpersonal skills to relate and communicate to all levels of the WDFM community
- Must be able to work independently, exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved
- Self-motivated and capable of managing workload effectively Must be a team player

**EDUCATION AND EXPERIENCE:**

- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database, presentation software (Outlook, Word, Excel, Access, PowerPoint), P.O.S., ticketing, online sales software.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters 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. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc.. Work may require occasional weekend and/or evening work.