JOB POSTING

Job: Preparator
Reports to: Fabrication and Preparation Manager
Status: Full time, hourly

The Preparator works on the in-house fabrication and production of traveling exhibitions for the Arts and Humanities Programming (AHP) division of Mid-America Arts Alliance (M-AAA). This position requires a substantial knowledge of various art media and an ability to utilize the tools needed to produce traveling exhibitions.

Major job duties include:
This position provides support with matting, framing, crate building, packing, building display furniture and supports, mount making, and all other duties associated with the in-house fabrication of traveling exhibitions, along with the occasional installation of exhibitions on-site at M-AAA’s headquarters.

Essential Functions:
• Organizes work in order to insure efficiency and accuracy to produce exhibitions within the timeline objectives.
• Works with and maintains hand tools, portable and stationary power tools for woodworking, including saws, drills, Sanders, and measuring tools; operates hydraulic stacker, pallet jack, and other equipment.
• Performs wood, metal, and plastic fabrication, hand painting, graphics mounting, artifact handling and mounting; matting, framing, packing, and all other duties associated with the fabrication of traveling exhibitions.
• Contributes to the planning of the design, fabrication, and maintenance of exhibitions in consultation with the Fabrication and Preparation Manager, Exhibition Designer, and Division Director.

Working Conditions:
Most work is of a physical nature, which requires the ability to lift at least 100 pounds. This includes constructing crates, unloading and loading crates and materials, operating portable and stationary power tools. Work also includes sitting at a desk using a computer, phone and other office equipment as well as walking, moving, and driving to various locations. This person will be required to travel occasionally for short periods of time (2 to 3 days) for exhibition installations or conferences as needed. While a majority of work occurs in relation to exhibition implementation and maintenance, this person will be required to be flexible to changing priorities and new departmental objectives.

Performance Measures:
The following are key items that will be utilized to evaluate performance of the work:
• Meeting deadlines for all exhibition timelines.
• Effective working relationship with other staff members.
• Overall quality of materials produced and/or fabricated.

Minimum Qualifications:
• Demonstrated understanding woodworking and its related tools.
• One to three years’ experience and demonstrated success with museum exhibitions, art handling, framing, or other related exhibition preparation experience.
• The ability to work independently on assigned tasks.
• Excellent verbal communication skills.
• Ability to collaborate with staff, professional colleagues, and supporters.
• General knowledge of museum theory, practice, and operations.
• Excellent problem solving skills, and an intuitive sensibility.
• Detail oriented with the ability to carry quality control throughout projects with extended timelines.
• Ability to understand the scope of entire project and to determine how each task contributes to its success.

Please send your resume and cover letter to hr@maaa.org. No phone calls please.