POSITION: Preparator
WORK SCHEDULE: Primarily Monday–Friday, Hours may vary to include special events and activities in the evenings and on weekends related to this position.
STATUS: Regular Full-time Exempt
REPORTS TO: Collections Manager/Registrar

Job Description and Distinguishing Characteristics

The Preparator will work closely with the Collections Manager/Registrar to support and assist all aspects of art and exhibition space preparation, installation, and de-installation. This is specialized museum work in the field of exhibits preparation and installation work. Skills include art handling, art installation, painting and repairs, use of power tools, basic electrical and mechanical procedures, and knowledge of occupational hazards and precautions. May supervise contract installation and fabrication staff. This position is detail-oriented with an understanding of the highest standards in exhibition development, preparation, and installation. The ideal candidate for the job has excellent communication skills and the to listen to, comprehend, and execute tasks in a timely and effective way.

About the Tucson Museum of Art

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and the Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan’s principles of relevancy, community, respect and multivocality are at the heart of the museum’s collection, exhibitions, programs, Board of Trustees, staff, and volunteer groups. Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum’s 2020–2023 Strategic Plan is to ensure a culture of inclusion, diversity, equity and access. As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.

Typical Examples of Work Performed

- Art handling, packing, crating, crate fabrication, and transportation of artwork to and from the Museum. Courier objects and travel with exhibitions for installation as needed.
- Supervision of contract installation and fabrication staff.
- Design and fabrication of exhibition furniture, exhibition environments, mounts, virtues, and overall preparation of exhibition spaces.
- Assists in the maintenance and appearance of exhibit spaces, historic properties, and storage spaces. May perform regular (daily, weekly, etc.) visual inspections, dusting and light cleaning of displays and collection objects as needed according to standard museum best practices.
- Maintains the Collections/Exhibit Prep area including organization and ordering of supplies and materials.
- Track location and maintains inventory of exhibition pedestals, display accessories, and mounts.
- Preparation of collection objects for exhibition and installation including cleaning and framing.
- Estimation of time, materials, equipment, and personnel necessary for exhibition installation.
- Work with the Museum’s curators, collections management, registration, and other related staff in the development, installation, deinstallation, and travel of exhibits.
- Assists the Collections Manager/Registrar with matting and framing of collection and loan objects and mounting of label copy.
- Photographic documentation of objects in collection and on loan.
- Assist in the periodic and annual inventory of the collections.
• Adjusts and maintains gallery lighting, with the assistance of Buildings & Grounds Dept.
• Establish and maintain compliance with health, safety, and OSHA standards.
• Perform other related work as required.

Minimum Requirements/Knowledge

• Bachelor of Arts degree in Art, Art History, Studio Art, Museum Studies or a closely related program from an accredited college or university OR four (4) years of related experience OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.
• Demonstrated experience includes handling, installing, and mounting a variety of 2-dimensional and 3-dimensional art objects.
• Knowledge of installation materials and techniques, knowledge of fine art packing.
• Valid Arizona driver’s license.
• Ability to supervise contract installation personnel.

Skills/Abilities

• Acts as a consultant, using expertise to design and implement solutions.
• Ability to work unsupervised.
• Conscientious, self-motivated, resourceful, flexible, and punctual.
• Ability to communicate effectively, remain organized and execute details precisely under pressure.
• Ability to work collaboratively in a team environment, or by yourself.
• Ability to establish and maintain effective working relationships with fellow employees and the public.
• Ability to stand, walk, and/or sit for extended periods of time as well as climb and balance.
• Ability to use hands/fingers to handle or feel and reach above shoulder height
• Ability to use smell, vision, and hearing to assess working situations.
• Ability to lift, drag, and/or move up to 50 pounds unassisted.

The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job or may be encountered while performing the essential functions of this job. This job description is subject to change at any time.

Starting Salary: $40,000 - $45,000 DOE

Application Materials:
Cover letter and resume or curriculum vitae that clearly illustrates how prior knowledge and experience meets the minimum and desired qualifications of this position.

How to Apply:
To apply send application materials to jobs@tucsonmuseumofart.org with the subject line "Preparator."

Employment Verification
TMA conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications. All new employees will be required to be fully vaccinated for COVID-19 in accordance with museum policy.