



USC University of
Southern California

Museum Preparator Job Description

JOB INFORMATION

<i>Job Code:</i>	168907
<i>Job Title:</i>	Museum Preparator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Museum Operations
<i>Job Family Group:</i>	Museums
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Has responsibility for all aspects of museum exhibition installations and safe handling of all works of art in the museum including construction/preparation of exhibition furniture, pedestals, two and three-dimensional models, blue prints and displays; gallery painting; lighting; and art handling; in collaboration with museum's registrar. Installs or de-installs artwork for temporary and permanent exhibitions as designed by curator or curatorial staff or collaborates with curatorial staff to design exhibition layouts. Ensures proper procedures of art handling are followed during art installations, gallery renovations, and art transportation. Works with registrar to create custom housings for any artwork returning to permanent storage. Has responsibility for proper maintenance of museums workshop and its safety conditions. Maintains and acquires museum's workshop and related tools, hardware and other equipment and materials.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Fine Arts	Or
	X	Master's degree	Humanities	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		2 years		
	X	3 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in preparation, installation, de-installation and care of handling valuable art objects at a museum or gallery.
X		Knowledge of design and construction of museum exhibits, mountmaking principles, lighting concepts and systems, safety regulations, practices, procedures and ADA requirements.
X		Knowledge of art handling procedures for two and three-dimensional art objects in a variety of materials, sizes and weights.
X		Knowledge in using standard tools and methods used in painting, rough and finish carpentry as well as cabinet work.
X		Painting, carpentry and wall framing skills required.
X		Must have good manual dexterity and have knowledge in special care and handling of irreplaceable and valuable objects.
X		Ability to lift and carry objects weighing up to 50 pounds.
X		Proficient skills in either Sketchup or Autoclad.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Installs or de-installs artwork for temporary and permanent exhibitions as designed by curator or curatorial staff or collaborates with curatorial staff to design exhibition layouts. Generates two and three-dimensional models and blue prints for gallery layouts. Provides fixture dimensions and temporary wall specifications. Builds pedestals and displays for exhibitions, as needed. Rotates artwork in permanent galleries and creates any necessary mounts for installations.				
Prepares galleries for exhibitions including clearing of galleries and gallery walls in preparation of new exhibitions and proper repairing and painting gallery walls.				
Cleans, maintains and ensures proper order of exhibitions galleries such as cleaning glass/plexiglass, dusts frames, pedestals, and sculptures.				
Maintains museum's workshop and related tools, hardware, and other equipment. Acquires materials and components necessary for galleries, interactive stations and art installations. Acquires tools and equipment necessary for the museum workshop, safety equipment and accessories. Maintains records of equipment and materials acquired.				
Repairs and provides services for workshop equipment, lighting fixtures, electrical wiring of gallery components, gallery electronics, and gallery fixtures as needed. Maintains repairs and services records, as needed.				
Works with registrar to create custom housings for art objects returning to long term storage or transport. Assists with planning and preparation of renovation of museum storage areas, as needed.				
Receives and unloads exhibition crates and delivers to appropriate storage. Unpacks and repacks exhibition crates. Constructs exhibition cases on as needed basis. Utilizes standard museum techniques to protect art objects.				
Handles artwork in a proper and careful manner. Hangs and moves objects and all media throughout the museum.				
Coordinates and collaborates with contractors during art installations, demolitions and renovations. Maintains quality control of pedestals and fixtures being fabricated for exhibitions.				
Observes and reports any and all defects, deterioration, and wear on the facilities.				
Assists with or develops and monitors departmental budget for exhibition projects.				
Provides training, art handling instructions, and safety procedures for interns, volunteers and contractors, as needed.				
Responds to public inquiries in regards to the installation, exhibitions, lighting and other related requests in accordance with museum's code of ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.