



Full-Time Preparator

Responsibilities include, but are not necessarily limited to:

This is a full-time, Monday through Friday position with evening and weekend hours as necessary. Responsible for researching exhibition possibilities, produce detailed technical drawings, design, develop, fabricate and install the museum exhibitions and relevant collections display. This will include ongoing maintenance or modifications to permanent exhibits, the development of temporary displays, space planning for exhibit galleries, and other similar duties. These tasks will serve to make the collections of the Museum accessible to our patrons and safe for display, and to further the educational mission of the Institution.

Essential functions of the position include but are not limited to the following:

Research and seek exhibition options which will create the highest level of interest, resulting in increased visitation and revenue. Present final recommendations to the Museum Director for his/her approval and review all exhibition needs and requests.

Provide technical expertise and render detailed construction drawings for exhibit components, detailed case layouts and other drawings and descriptions for use by staff and contracted fabricators of new exhibits.

Take the lead role to coordinate all phases of the exhibition from installation to de-installation, evaluate and make recommendations throughout the installation process. Work with staff and outside fabricators to support installation of exhibit components, meeting deadlines. Assist in specific case construction and some basic carpentry work as needed.

Take the lead role in the design, coordination, installation and de-installation of the annual Gingerbread exhibit. Oversee staff and volunteers ensuring tight deadlines are met.

Monitor exhibition budgets, keeping the Museum Director informed of any unexpected expenses.

Assist the Museum Director in producing text and exhibit labels which may entail researching the Museum's library and archives, files, or computer database.

Work with Maintenance/Wood Shop Supervisor to provide input into project schedules and help create fabrication and maintenance checklists. Assist with mounting objects, wall graphics, lighting and audio-visual components, etc.

Troubleshoot mechanical and audio-visual issues, and restore or repair exhibit as needed. Seek outside contractors when necessary.

Observe safety and risk management procedures in public areas and work spaces, utilize knowledge of standard museum collections and exhibit guidelines to insure a safe environment to display objects.

Assist in moving objects from storage locations to exhibit areas. Assist in packing artifacts and truck loading and unloading in preparation for receipt or shipment of exhibits.

Provide direction and supervision to the Museum volunteers. Act as the primary liaison between volunteers and staff.

Regarding exhibitions, serve as the contact person for guest curators, outside contractors, and staff.

Assist with routine exhibit maintenance including cleaning of galleries, cases, and storage areas.

Perform other similar duties as directed or as responsibilities necessitate.

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Qualifications include, but are not necessarily limited to:

BA/BS degree in exhibit design or related field with a minimum of 3 years of exhibit experience, preferably in museums or similar institutions. Prior supervisor experience preferred.

Knowledge of and proven ability to create technical drawings required for exhibit design and fabrication is necessary.

Exceptional planning and organization techniques with demonstrated ability to: forecast time lines and work under pressure; maintain standards of accuracy and attention to detail; and troubleshoot and creatively problem-solve are required.

Basic carpentry skills, awareness of lighting design and lighting alternatives, and knowledge of preservation procedures to protect material from potential hazards are necessary.

Proficiency in Microsoft Office Suite applications (Word, Excel, PowerPoint), excellent written, oral, and interpersonal communication skills, and the ability to work independently or collaboratively as a member of a team is necessary. This position requires routinely lift up-to 60 lbs, climbing stairs and ladders, and working evening and weekends as necessary.

Interested candidates should send a cover letter and resume to: dstier@springfieldmuseums.org by Wednesday, May 15, 2019.