

Employment Opportunity

George Eastman Museum

Job Title:	Preparator/Assistant Preparator
Department:	Conservation; Preparation
Reports To:	Head Preparator
Status:	Full-time non-exempt, 37.5 hours per week
Start Date:	September, 2022
Posting Dates:	June 15 through August 1, 2022
Salary:	\$16.00 - \$17.50 per hour

As a condition of employment, the museum requires employees be fully vaccinated against COVID-19, which includes an mRNA booster vaccine (Pfizer or Moderna)

Overview:

Under the supervision of the Head Preparator, the Preparator/Assistant Preparator performs a wide variety of skilled duties in the preparation, installation, lighting, and shipping of museum exhibitions. As needed, they will be provided with training by preparation and conservation staff to perform the following duties:

Responsibilities:

1. Prepare mats and frames for exhibitions.
2. Perform specialized duties, including making housings, book cradles and sealed packages.
3. Complete condition reporting for incoming/outgoing loans.
4. Install exhibitions including painting, lighting, labels/graphics, and art handling.
5. Install monitors, projectors, and interactive components.
6. Fabricating exhibition components, including basic woodworking.
7. Prepare and pack outgoing loans from collection and other sources; unpack returned collection objects and loans.
8. Maintain a clean, organized and secure work area.
9. Assist in gallery cleaning and maintenance.
10. Transporting artwork, cases, exhibition furniture, crates, etc. from offsite locations.
11. Perform other duties/projects as assigned by the Head Preparator.

Minimum Qualifications:

1. Educational background in studio/fine art, construction, or a related field and/or its work experience equivalent.
2. Hand skills and attention to detail.
3. Previous experience in one or more of the following areas preferred but not required:
 - a. Matting and framing.
 - b. Handling photographs and other collection materials.
 - c. Woodworking, painting, and/or fabrication techniques.
4. Requires the ability to lift greater than 50 lbs., and standing, walking, sitting, lifting/carrying, pushing/pulling, climbing, balancing, reaching, handling, seeing, working on ladders/heights, and repetitive motions.
5. Knowledge of museum practices, protocols and ethics desirable.
6. Valid driver's license is preferred.

Please submit a cover letter and resume for consideration to Emily Phoenix, Head Preparator at ephoenix@eastman.org

The Eastman Museum is committed to advancing inclusion, diversity, equity, and accessibility at our institution and in our society. The George Eastman Museum is an Equal Opportunity Employer.