

## MoMA PS1 JOB DESCRIPTION

<b>Title:</b>	<b>Preparator</b>
<b>Status:</b>	<b>Temporary, Non-exempt</b>
<b>Reports to:</b>	<b>Manager of Installation</b>
<b>Date:</b>	<b>January 2020</b>

### **Summary**

MoMA PS1 Preparators support and assist all aspects of art and exhibition space preparation, installation, and de-installation. The Preparator demonstrates a solid foundation of skills that are emblematic of the industry, gained from employment at other fine art museums, cultural institutions, commercial galleries, design/build firms, or through artist assistant positions. Responsibilities include experienced art-handling, audio-visual, and fabrication skills with demonstrated proficiency in at least one of those areas. Preparators help guide Exhibition Assistants in complex installation or de-installation projects. They have excellent communication skills and the ability to listen to, comprehend, and execute tasks in a timely and effective way.

### **Supervision**

The Preparator reports to the Manager of Installation and may take direction from the Exhibition and Production Designer, the Director of Exhibitions, the Registrar and Associate Registrar, and the Curatorial Department. Preparators occasionally provide guidance to Exhibition Assistants.

### **Responsibilities**

#### **A. Art Handling and Installation**

- Perform and assist with the unpacking/packing, logging, preparation, and installation/de-installation of artwork.
- Perform and assist with the cleaning, repair, or repositioning of artwork as directed by Registrars or Conservators.
- Support the transporting of crated artwork through exhibition spaces, hallways, elevators, and loading dock (including the safe and secure loading/unloading of vehicles) in coordination with the Manager of Installation and Registrars.
- Support the placement and adjustment of lights per the direction of the Curatorial Department to properly illuminate exhibitions.
- Perform and assist with other art-handling, installation and de-installation tasks as needed and assigned.

**B. Fabrication:**

- Assist with the reading and interpretation of drawings and plans, and assist with the preparation, fabrication, and finishing of certain elements of museum-specific objects.
- Assist with the installing and de-installing of pedestals, kickbases, freestanding and wall mounted vitrines, exhibition furniture, and one-of-a-kind artist-driven constructions, among other projects.
- Perform basic cutting using contractor-style table saws and/or sliding table saws, sliding compound mitre saws and abrasion disc chop saws, light-duty routers, and angle grinders.
- Perform basic boring using drill presses, handheld drills and drivers, rotary hammer drills, specialty bits and anchors, etc.
- Perform basic assemblies with biscuits, precision-based glue-ups, cold connections with custom hardware, etc.
- Assist with framing, sheetrocking, taping/mudding, sanding, finishing and demolishing walls.
- Independently patch small sections of walls, floors, and ceilings and paint entire surfaces to industry standards.
- Support with the installation and de-installation of environmental elements like carpet, curtains, and glass panels, etc.
- Perform and assist with other fabrication and de-installation tasks as needed and assigned.

**C. Audio Visual**

- Assist in the installation and de-installation of time-based/new media-based artwork.
- Read drawings, plans, spec sheets and help pull equipment from A/V inventory.
- Assist in the preparation, installation, and de-installations of complex, multi-channel audio-visual environments by preparing surfaces to project on, securing ceiling/wall-mounted projectors, calibrating projections via laser leveling/keystoning/lens shifting, connecting speakers and amplifiers, executing cable/cord management with an emphasis on discreet/subtle placement, fabricating custom cables/cords/adapters, etc.
- Independently execute the preparation, installation, and de-installation of a single-channel audio-visual artwork.
- Perform other audio-visual tasks as needed and assigned.

**D. Additional duties**

- Coordinate with the Exhibition and Production Designer and Manager of Installations to debrief full-scope of projects.
- Complete any task assigned to an Exhibition Assistant.
- Organize and clean spaces within the department such as the Wood Shop, Exhibition Supply Room, and Lighting Supply Rooms.
- Communicate to the Manager of Installation when supplies are low and in need of ordering.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. BFA in Studio Art, Furniture Design, Product Design, Architecture, Engineering, etc., or an equivalent experience at a professional/commercial level.
2. Minimum of three (3) years of professional experience working as an art handler, fabricator, carpenter, or A/V tech at other museums, galleries, design/build firms, academic institutions, etc.
3. Confident in supporting Exhibition Assistants.
4. Able to work independently or in a team-setting with a high level of attention to detail, sense of urgency, and ability to prioritize tasks and meet deadlines.
5. Working knowledge of museum best practices and standards in handling artworks (during transportation, unpacking, condition reporting, and hanging) and in installing and de-installing artwork (hanging, rigging, tethering systems, anchor types and installation methods, security hardware types and installation, etc.)
6. Working knowledge of manipulating different types of materials (wood, composites, plastics, metal, cement).
7. Working knowledge of different types of audio-visual equipment.
8. Working knowledge of gallery lighting (wiring/adapting fixtures, creating custom gels, knowledge of different styles of bulbs and their applications).
9. Excellent communication skills (written, verbal, and auditory), as well as strong listening skills.
10. Strong organization and knolling skills applied before, during, and after execution of tasks with regard to tools, materials, and workspaces.
11. Strong critical thinking and problems solving skills.
12. Professional demeanor when interacting with staff, couriers, and visiting artists; including but not limited to safe/proper dress code.
13. Ability to proactively adapt and execute changes in layout, presentation or changes in types/dimensions of display furniture, hardware, and layout to

suit the ever-changing needs of the museum that are inherent to this industry is essential.

14. Proficiency with moving and lift equipment including but limited to staging dollies, a-frames, painting carts, push-around aerial lift platforms, and scissor lifts.
15. Ability to calculate measurements and assess capacities. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

Please send your resume and cover letter outlining your skills to [employment\\_ps1@moma.org](mailto:employment_ps1@moma.org) and include "Preparator" in the subject line.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.