

**Briscoe Western Art Museum  
San Antonio, Texas**

**Position Description**

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**Museum Preparator**

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**Reports To:** Exhibitions Manager

**Fair Labor Standard Act Status:** Full-time, Non-Exempt, hourly position

**Department:** Exhibitions Department

**POSITION SUMMARY**

The Museum Preparator will support the Exhibitions department. Reporting to the Exhibition Manager, the successful candidate will use appropriate materials, equipment, and methods to display, store, pack and transport works of art. The Museum Preparator will plan and execute the fabrication, installation, disassembly, maintenance, and storage of works of art, and furniture for permanent, special exhibition galleries, and all outdoor sculpture. The Museum Preparator will also be responsible for all gallery and exhibition lighting in accordance to industry standards.

**ESSENTIAL FUNCTIONS**

- Direct the preparation and installation of exhibits, including the installation of art objects, integration of graphics, media, and lighting, and overall gallery finish-out.
- Responsible for the packing, unpacking, shipping, and storage of art.
- Complete pickups and deliveries of works of art.
- Assist with the management of collection inventories, condition reports, and maintenance.
- Maintain inventories of exhibition and permanent collection furniture, mounts, and associated hardware.
- Assist with the preparation and installation of *Night of Artists* exhibition & art sale.
- Maintain professional standards in collection storage areas.
- Maintain off-site storage sites and safely move art in and out.
- Assist with supervision of other employees/contractors on proper art handling and preparation techniques.
- Works with President, curators, and exhibition manager in planning and designing installations.
- Assesses need for building maintenance and repairs (when pertaining to art or galleries) and monitors performance of maintenance personnel.
- Hire, schedule, and supervise contract art handlers under the direction of the exhibition manager.
- Oversee and/or fabricates display fixtures, pedestals, wall mounts, or any other light construction needed for exhibitions or galleries.
- Prepares galleries with paint touch-up, prepares and paints pedestals, cases, and other gallery fixtures.
- Develop exhibition installation budgets under the direction of the exhibition manager.
- Develop cost-effective methods of working with vendors and contractors for purchase of related equipment, tools, materials, supplies, and services.
- Prepares artwork for exhibition and storage, building storage racks and handling mounts.
- Secures and alarms art objects.
- Maintains galleries, dusting exposed art objects and pedestals weekly.
- Participates in the development of museum standards, safety and preservation of the collections in accordance with AAMD and AAM standards.

- Perform weekly cleaning of all outdoor sculpture as well as bi-annual waxing of bronze sculptures.
- Maintain all gallery lightning and inventory.
- Perform other duties as assigned.

### QUALIFICATIONS

- Bachelor's degree in Art History, Studio Art, or related field preferred.
- 3-6 years related experience.
- Thorough knowledge of procedures and materials used for art handling, packing, installation/de-installation, storage, mount making, rigging, gantry, wrapping and transport.
- Advanced skills in the use of power tools, wood/metal shop machinery, and/or lifting apparatuses.
- Microsoft Office (Word, Excel, Access, Outlook) proficient.
- Demonstrated interest in American and Western American art, history, and culture.
- Ability to multi-task and prioritize with little or no supervision.
- Ability to solve complex problems within budget restrictions and tight deadlines.
- Excellent written and verbal communication skills.
- Must be detail-oriented, organized, and a team player.
- Must have valid driver's license.
- Working knowledge of Adobe Creative Suite and elevation software is a big plus.

### WORKING CONDITIONS

Position requires periods of physical activity, including lifting at least 25 pounds, and pushing 75 pounds with the assistance of a cart. Evening, weekend, and holiday work is required.

**Interested parties can send a cover letter and resume using any one of these methods:**

**Fascmile/FAX**

Subject: Museum Preparator

Fax Number: (210) 299-4118

**or**

**Email**

Subject: Museum Preparator

[info@briscoemuseum.org](mailto:info@briscoemuseum.org)