

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Preparator
Department:	Installations
Supervisor:	Installation Designer/Supervisor
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	7:30am – 4:30pm on Mondays to Fridays, weekends and evenings as needed
Issue/Reissue Date	07/12/2017

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

The Preparator performs all duties related to exhibition preparation; including construction, installation and de-installation of artwork.

As part of the Installation team, works closely with the Installation Designer, Installation staff, registrars and, curators to ensure the exhibitions are built to specification, installed and desinstalled properly, and to ensure the proper care and handling of the artwork. Work includes but is not limited to exhibition design and construction.

Minimum Qualifications:

- Sound knowledge of professional museum practices.
- Skilled in model building, construction/fabrication drawing, basic construction, museum exhibition furniture construction and crate construction.
- Maintains knowledge of new techniques, technologies, and innovations in exhibition development.
- Highly detail oriented, efficient, organized, and creative. Possess the ability to proactively solve problems keeping the best interests of the museum in mind. Must remain flexible and open to ideas.
- Effective communication skills with the ability to work independently or with a team.
- Able to think strategically; complete installations on time with minimum unnecessary stress on museum staff.

Desired Qualifications:

- College degree preferred with carpentry skills and the knowledge to operate carpentry equipment and 1- 2 years collaborating in exhibition projects for museums, art galleries or multi-dimensional design studios, or an equivalent combination of education and experience.
- Experience with art handling, storage, packing, crating, and installation.

- Skilled in model building, construction/fabrication drawing, basic construction, museum exhibition furniture construction and crating.
- Experience mat cutting, framing and un-framing.

Essential Duties:

- Works closely with curators to prepare galleries for rotations and exhibitions. Prepping galleries includes: fabrication of exhibition partitions, platforms, pedestals, risers, mountings, and other components.
- Works with the Installation staff to unload and load crates for shipping, unpack and repack art objects, proper transport and art handling, installing and de-installing 2 and 3 dimensional and media artwork.
- Organizes and maintains gallery tools and needed supplies to ensure proper installation and aesthetics.
- Maintain knowledge of new techniques, technologies, and innovations in exhibition development.
- Ensure safety rules of the carpenter shop and proper use of the equipment.
- Must follow the rules and practice the proper use of the carpenter shop.
- Some duties in mat cutting, framing, and un-framing.
- Additional duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision, think visually and visualize the task that is assigned. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

Working Conditions and Atmosphere:

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Working conditions are both indoors and outdoors. Must be able to climb stairs and ladders, move across uneven surfaces, bend, stoop, crouch, crawl, and reach. Must be able to use fingers and hands to use hand tools, power tools, lifts, and manipulate small and large objects. Must be able to carry and lift overhead up to 50 pounds. Noise level is usually normal, but can be loud when around power tools and equipment. Must be able to hear normal conversations and be able to see up close and at a distance. Must be able to speak clearly and audibly and remain calm under stress and tight deadlines. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.