

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** CHIEF MUSEUM PREPARATOR

**Reports To:** Designated Supervisor

**UW Job Code:** 3875

**UW Job Family:** 3D - Media/Communication/Art

**SOC Code:** 25-4013

**FLSA:** Non-exempt

**Pay Grade:** 21

**Date:** 3-26-99 (revised 5-25-01; 7-1-02; 9-18-03; 7-1-04; 7-1-06; 9-6-17)

### **JOB PURPOSE:**

Supervise the installation of art objects for museum exhibitions; plan and direct the fabrication, installation and disassembly of temporary and permanent museum exhibits; coordinate the exhibit schedule; supervise the installation/disassembling crew; and responsible for collection storage and facility operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise the installation of art objects for museum exhibitions.
- Design and construct pedestals, props, environments, casework, interpretive materials and museum graphics; fabricate shipping crates and storage systems.
- Handle and prepare collection items for exhibition including matting, framing, removal from storage facility, and transporting to display site.
- Manage the scheduling of exhibit production; supervise installation/disassembly crew.
- Coordinate with curatorial staff for timely installation of exhibits; install exhibitions and interpretive materials.
- Responsible for art museum facility operations (excluding security) which include event set-ups or facility maintenance/repair scheduling.
- Manage budget expenditures for assigned area and assist with budget planning for other areas, as directed.

### **SUPPLEMENTAL FUNCTIONS:**

- Transport art objects approximately four to five times annually.
- Assist other museum staff, as directed.

### **COMPETENCIES:**

- Attention to Detail

- Motivational Fit
- Innovation
- Collaboration
- Independence
- Strategic Planning

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Art storage and display methods, techniques, and procedures.
- The operation of woodworking and painting equipment.
- Art/museum security systems and procedures.
- Principles and practices of museum exhibit and display design, construction and finishing, carpentry work, alterations and repairs.
- Lighting techniques in a gallery setting.
- Display construction in a museum/gallery setting.
- The occupational hazards and safety precautions of the trade.
- Mount making and preservation techniques.
- Exhibit installation and picture framing and hanging.
- Exhibit scheduling and coordination techniques.
- Technical event arrangement requirements including sound and lighting systems, or other specialized equipment.
- Special events set up and tear down.
- Staff hiring procedures.
- Project management principles, practices, techniques, and tools.
- Budget and financial management processes and procedures.

Skills and Abilities to:

- Effectively communicate with others in producing desired exhibitions.
- Handle art and crating, carpentry and fabrication, and/or exhibit preparation.
- Work under the pressure of deadlines.
- Safely operate woodworking and painting equipment.
- Operate a forklift safely.
- Maintain effective supervisory relationships.
- Make effective decisions impacting projects.
- Determine labor, equipment, and material costs on projects.

- Set up facilities to determined specifications.
- Package products for shipping/delivery.
- Handle and install works of art in all media.
- Be flexible in context of changing schedules and designs.
- Work with a wide range of artists in different media (including electronic media) to resolve installation concerns in a timely and courteous manner.
- Communicate effectively in a culturally and ethnically diverse campus community.

**WORKING CONDITIONS:**

Standard shop environment; exposed to vapors, fumes, dirt, noise, mechanical and electrical hazards associated with woodworking crafts; frequently subject to warehouse and storage facility to transport collection items; occasionally subject to adverse weather conditions when installing exhibits outdoors.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.