Exhibit Preparator

**JOB PURPOSE:**

Performs skilled tasks related to the design, fabrication, construction, and installation of museum exhibits. Performs work related to the moving, packing and shipping of museum artifacts/artwork.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Designs and plans exhibit casework, display layout, and viewing areas while working closely with curators and conservator staff.

Constructs and installs exhibits, labels, titles, displays, risers and mounts in such a way that they safely hold artifacts/artwork and are aesthetically pleasing.

Devises and fabricates specialized exhibition aids.

Creates and repairs models, replicas, and dioramas for exhibit displays.

Devises and implements special lighting schemes within conservation requirements for galleries.

Builds display, storage and shipping units. Packs and unpacks all museum artifacts/artwork entering and leaving the museum.

Uses tools ranging from common hand and power tools, such as hammers, saws, drills, and wrenches to specialty painting & welding equipment.

Assists in directing the work of others.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of basic computer skills and applications.

Ability to understand and follow oral and written instructions.

Ability to work in safe and efficient manner.

Ability to read and interpret drawings, blueprints and/or schematics.

Knowledge of materials, methods, and the tools used to perform exhibit preparation duties.

Ability to use tools ranging from common hand and power tools, such as hammers, saws, drills, and wrenches to specialty painting & welding equipment.
Attention to detail and the ability to safely and sensitively care for/handle exhibition artifacts/artwork.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** Two years of experience in art handling and two years of experience in carpentry or construction required. Experience in painting and welding preferred.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.