

The Menil Collection
Employment Opportunity

Title: *Preparator*

Department: Collection Management – Art Services

Reports to: Chief Preparator

General Responsibilities:

Under the direct supervision of the Chief Preparator, and exhibiting professional museum standards and best practices as well as institutional standards, the Preparator is part of a larger team within Art Services division of the Department of Collection Management responsible for the preparation, installation, handling, packing and crating and care of artworks for both the Menil Collection's temporary exhibitions, as well permanent collection artworks located or installed throughout the The Menil Collection's campus.

Essential Duties:

1. Solid knowledge of and experience with a variety of fine art mediums and other artifact materials and processes, video and audio equipment, computers, lighting methods, basic museum conservation standards, and extensive handling methods for exhibition loans and permanent collection artwork.
2. Must be able to work efficiently and cooperatively within a team structure and actively contribute to the sense of teamwork within the department. Ability to work cooperatively with supervisor and with museum staff, outside clients, vendors, and the general public.
3. Must have ability to pack and crate works according to professional museum standards in accordance to the type of medium for the work, as well as maintain current knowledge of changing industry standards.
4. Prepare, hang, install, and de-install works of art utilizing proper handling and security techniques, including the installation and deinstallation for audio-visual media-based works.
5. Load and unload works of art and fixtures; handle and carry art objects and receive and dispatch works of art into and out of the Museum and to additional buildings on the Museum campus, generally via fine art shippers.
6. Move and repair exhibit fixtures, and ensure that galleries and work areas are well maintained.
7. As directed, effectively perform various skilled tasks pertaining to the fabrication of museum displays, mounts, and housing for art objects utilizing knowledge and skills regarding woodworking, use of adhesives and fasteners, construction methods and safe use of power tools.
8. Assist with maintaining and/or overseeing day-to-day incoming and outgoing shipments and arrange for uncrating and distribution.

9. Provide consistent location updates for artwork moved within all buildings of the Menil campus.
10. Maintain storage rooms and work with the Registration Department to maintain accurate and updated inventories in all art storage areas.
11. Assist with shop maintenance and basement upkeep.
12. Act as both domestic and international courier, as assigned by the Chief Preparator or the Chief Registrar.
13. Special projects as assigned by the Chief Preparator or Chief Registrar.

Qualifications:

1. Bachelor's degree and knowledge of and interest in art desirable.
2. A minimum of 3-5 years of related experience or equivalent combination of training and experience.
3. Solid and demonstrated knowledge of current professional museum standards and best practices for installation and packing/crating, including occupational hazards and safety precautions. Strong technical skills in basic construction, crate fabrication, and installation methods; also proper use and care of power and manual tools, lifts, and other pertinent equipment.
4. Ability to work cooperatively with supervisor, museum staff, outside clients, vendors, and the general public. Must be able to multi-task, take direction and lead when necessary.
5. Ability to proficiently and safely utilize shop equipment including stationary and portable power tools and knowledge of or ability to learn how to operate a scissor lift.
6. Knowledge of safety procedures related to the handling of chemical solvents, adhesives, and solutions.
7. Some knowledge of computerized database systems, preferably TMS (The Museum System), a plus. MS Office (Word, Excel, Outlook) a must.
8. Experience and training for domestic and international courier duties preferred.
9. Ability to perform labor intensive work to include frequent lifting, pulling and pushing of 50 lbs.
10. Knowledge of fine art rigging practices preferred.
11. Must have valid driver's license and passport. Courier experience preferred; some travel required.

Salary and benefits competitive and commensurate with experience. Please send resume and cover letter with salary expectations to: Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.