

CU ART MUSEUM

Visual Arts Complex
318 UCB
Boulder, Colorado 80309-0318
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Preparator Position at the CU Art Museum, University of Colorado at Boulder

Preparator, CU Art Museum, professional exempt, 40 hours per week. Anticipated start date of May 1, 2010. Salary \$40,000 - \$42,000 per year plus benefits, depending upon qualifications and experience.

The CU Art Museum seeks a highly skilled and team-oriented Preparator, who will thrive in a fast-paced work environment and is well suited for a University Art museum environment. This position entails self-initiated and managed projects, administrative responsibilities, student supervision and training, and short and long-term project and resource planning. The position requires a professional in the field, with specific knowledge and skills, and specific, high-quality museum experience.

The position works on duties related to exhibitions, security, facilities, and permanent collection. The position assists in coordination and planning of exhibitions with museum staff, curators, and artists. The position will implement and facilitate the preparation, installation and de-installation of on-site, outreach, and traveling exhibitions, including team coordination and planning, lighting, framing, art handling, transportation, art packing and crating, fabrication, exhibition construction, design input, condition reports, work schedules, installation documentation, and technical and equipment needs. The position fabricates crates, frames, pedestals, mounts, walls, and other exhibition, collection, and facility needs. The position assists with condition reporting and loan receiving/releasing, including handling, packing, and transportation. The position assists the Collection staff in maintaining the Permanent Collection, including framing, storage needs, handling, packing, and transporting artwork on loan and from the Permanent Collection, keeping up-to-date on new materials and techniques in the field. The position implements security procedures and assists in the maintenance of the security system. The position implements procedures for maintaining facilities including custom fabrication needs, cleaning, climate control monitoring, and pest monitoring. The position assists in the supervision of temporary and student staff, monitoring art handling practices, exhibition installation, and teaching technical skills and techniques. The position will assist with special events and other duties as assigned, including exhibition openings, lectures, symposia, and benefit exhibitions and auctions.

The Preparator reports to the Exhibitions, Facilities, and Security Manager, and works in concert with museum staff including the Director, Collection Manager/Registrar, and Associate Collection Manager/Associate Registrar. The position assists in supervising student staff and temporary exhibition assistants.

Minimum Required Qualifications

Minimum 3-5 years art handling, fabrication, installation, and preparatory experience with reputable art institutions. Bachelor's degree required. Strong knowledge of contemporary art. Technical skills including; fabrication, basic construction, wood-working, and installation. Knowledge of video, audio, computers, basic museum conservation standards, crate-building, fine art framing, extensive handling methods. Ability to work on multiple projects simultaneously in a deadline driven environment. Strong interpersonal, planning, and organizational skills. Ability to work independently or collaboratively with others to achieve overall goals and objectives. Must pass criminal background check.

Preferred Qualifications

An MFA or an MA in an art-related field preferred. Familiarity with design and database software, Mac platform, and museum lighting a plus.

This position is open until filled. Applications submitted by February 15, 2010 will be given full consideration.

Required Application Materials:

To apply, please submit the following materials online at <https://www.jobsatcu.com> , posting # 808968:

- 1) A cover letter that specifically addresses the job requirements and outlines qualifications
- 2) A current resume
- 3) The names, addresses, daytime telephone numbers and e-mail addresses for three professional references

If you have difficulties submitting application information, please contact the jobsatcu help desk at: 303.735.6000.

Other questions should be directed to the Search Committee Chair, Stephen Martonis at: stephen.martonis@colorado.edu

The University of Colorado offers a full benefits package. Information on University benefits programs, including eligibility, is located at <http://www.cu.edu/pbs/>.

The University of Colorado at Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations for this position include a criminal history record check.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

The University of Colorado strongly supports the principle of diversity. We encourage applications from women, ethnic minorities, persons with disabilities and all veterans. Alternative formats of this ad are available upon request for persons with disabilities.

The University of Colorado is committed to diversity and equality in education and employment.