

## Job Description

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**Title:** Installation and Collections Assistant, Part-Time (20 hours per week)

**Division:** Curatorial

**Position Reports to:** Deputy Director of Exhibitions & Registrar

**Date Revised:** July 2025

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### I. General Summary

The Installation and Collections Assistant will aid the Deputy Director of Exhibitions in the installation and deinstallation of exhibitions and will assist the Registrar with cataloging, researching, and organizing the Permanent Collection.

and presenting artworks in the museum's collection and exhibitions. This role is crucial in ensuring the displayed works' visual integrity and physical safety. Duties include, but are not limited to, fabrication for exhibitions and collection storage, framing, de/installation, un/packing, shipping, and receiving artwork and coordination of necessary staff and materials.

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### II. Responsibilities

- **Art Handling:** Handling, moving, and storing artworks in the Permanent Collection and on loan following best practices to ensure their safety and preservation.
- **Exhibition Installation:** Packing and unpacking crates and storing them for future use—installing and deinstalling exhibitions, including artwork layout, hanging, and lighting.
- **Collections Management:** Assist the Registrar with cataloging, inventorying, digitizing, and researching of collections, maintaining records, and managing the storage and conservation of artwork in the museum's care.
- **Collaboration:** Working closely with curators, registrar, and other museum staff to ensure the successful presentation of exhibitions.
- **Travel** to transport artwork and install in partner locations.
- **Repair and paint** gallery walls.
- **Ensures a safe working environment** when working with machinery and other equipment.
- **Perform other departmental duties** as assigned.

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### III. Background

**Confidentiality:** High ethical standards of integrity, understanding, and diplomacy are required.

**Collaboration & Communication:** Working collaboratively with staff to ensure successful project execution.

**Problem-Solving:** Familiarity with safety protocols, procedures, and regulations, including knowledge of proper lifting techniques, how to use personal protective equipment (PPE), handling hazardous materials, and emergency response protocols. Ability to anticipate and address logistical, technical, and unexpected obstacles and implement creative solutions to overcome challenges.

**Adaptability:** Ability to work in dynamic environments with changing schedules, tight deadlines, and evolving project requirements while maintaining a high level of professionalism, attention to detail, and commitment to standards.

**Attention to Detail:** Ensuring accuracy and thoroughness in work.

**Practical Application:** Experience in mount making, soft packing, and display methods. Proficiency and certification in rigging. Experience operating and maintaining forklifts, pallet jacks, art dollies, and lifting straps.

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#### **IV. Conditions of Employment**

**Working Conditions** - Work is performed largely in an office, shop, and gallery environment. Overnight travel may be required. Dress attire is casual.

**Equipment Operations** - Equipment operated includes the computer, printer, copier, telephone, projectors and other AV equipment, power tools, hand tools, shop equipment, lifts, vans, and large trucks.

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#### **V. Qualifications**

**Education** - BA in Studio Art, Museum Studies, or a related field

**Experience** – Two years of experience in object handling and exhibition installation, preferably in museums or galleries, studio arts, art installation, or any combination of the above. Problem solving abilities are essential.

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#### **VI. Essential Functions**

The person must possess the mobility to visit various areas throughout the museum in keeping pace with the daily demands of the position. Must be able speak, read, write and understand the English language. Must be able to balance, bend, climb, crouch, reach, stand and sit. Requires fingering, grasping, and handling repetitively. Requires lifting of up to 50 pounds, carrying approximately 20 pounds (by hand and cart). Must have visual acuity in order to identify and categorize pieces of art.

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#### **VII. Compensation**

\$18.00/ hr

(Clearly Print Name)

**Employee Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_