

THE JOSLYN

COLLECTIONS

Job Title

Assistant/Associate Art Preparator

Employment Status

Part-Time | Non-exempt

Location

On-Site | in person

Department

Collections

Reporting Responsibility

Exhibition Design & Installation Manager

Position Summary

Joslyn Art Museum is seeking an Assistant/Associate Art Preparator to support the Collections Department with the care and installation of both the Museum's permanent collection and temporary exhibitions. This role works closely with curators, designers, registrars, conservators, and artists to maintain collections and create engaging displays, following professional museum standards and best practices.

Major Duties

All responsibilities listed are equally important and essential to the daily operations and overall success of The Museum. They are not presented in any specific order.

- Receive, handle, pack, transport, install, and deinstall artworks from the Museum's collection and loans, adhering to museum best practices for conservation and preservation
- Interpret and implement installation plans in coordination with curators, designers, registrars, conservators, and artists
- Collaborate with vendors and contractors to fabricate, deliver, and install exhibition components (mounts, casework, furniture, paint, vinyl, AV)
- Undertake routine maintenance of gallery spaces, including cleaning, light replacement, minor repairs, paint touch-up
- Monitor gallery and storage environmental conditions and report concerns regarding lighting, temperature, and humidity
- Maintain organization, cleanliness, and safe operation of the workshop, museum storage, and prep and supply areas
- Follow all Museum safety protocols, including proper use of ladders, lifts, tools, and personal protective equipment (PPE)
- When interfacing with the public, ensure all visitors to the Museum have a positive experience
- Adhere to policies and procedures as outlined in the Employee Handbook
- Other duties related to your department as assigned

Minimum Qualifications

- Minimum 3 years of experience in art installation, preparation, or a related field, or equivalent combination of education and experience
- Knowledge of art handling and installation standards
- Basic knowledge of electrical practice, electronics, AV equipment, and mechanical installations
- Strong attention to detail, problem-solving skills, and ability to work independently and with teams
- Proficiency in Microsoft Office 365
- Valid driver's license and ability to travel locally for off-site installations, pickups, and deliveries

Preferred Qualifications

- 5+ years of art installation experience in a museum, gallery, or other cultural institution
- Experience with matting and framing
- Carpentry skills, including construction of crates and exhibition furniture
- Welding, brazing, and mount-making skills
- Experience with lighting design, AV integration, or interactive exhibit technology

Physical Qualifications

- Ability to safely and repeatedly lift, carry, push, and pull objects weighing up to 50 lbs.
- Occasional bending, reaching, and kneeling to
- Ability to remain seated for extended periods while conducting research, writing, or attending meetings
- Confident use of hands and fingers to operate tools, power equipment, and precision instruments for exhibition fabrication and installation
- Ability to operate basic hand tools and small power tools safely
- Willingness to work in a variety of environments; such as galleries, workshops, and storage areas, which may involve dust, noise, or fluctuating temperatures
- Ability to work in confined spaces when needed for installation or maintenance
- Comfortable climbing, balancing, stooping, kneeling, crouching, and reaching overhead to access equipment or assist with installations
- Capacity to work long or irregular hours during exhibition installations or events, including evenings and weekends
- Ability to maintain focus, safety awareness, and efficiency during physically demanding or repetitive tasks
- Strong visual acuity for assessing artwork condition, color, and fine details
- Ability to distinguish colors and effectively use tools and software for exhibition design and documentation

Compensation

Salary Range: \$20-25, Hourly

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

PLEASE SUBMIT YOUR COVER LETTER AND RESUME VIA EMAIL TO CAREERS@JOSLYN.ORG, AND INCLUDE THE JOB ROLE IN THE SUBJECT LINE. Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. The Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.