

Job Description

Job Title	Museum Preparators
Job ID	53077
Location	Sarasota, FL
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Department

The John & Mable Ringling Museum of Art is located in Sarasota, Florida, and is a department of [Florida State University](#). Want to learn more about The Ringling?

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Flickr](#) | [Pinterest](#) | [YouTube](#)

Equal Employment Opportunity

The Ringling is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Action employer with a strong commitment to diversity and inclusion. As such, we are always seeking individuals dedicated to innovation and excellence. A successful candidate will work effectively, respectfully, and collaboratively in a diverse, multicultural, and inclusive setting. We especially encourage applications by individuals from underrepresented groups, with a demonstrated commitment to a culturally and intellectually diverse workplace.

Should you require accommodations for the application or interview processes, please email employment@ringling.org or call 941-538-2773.

Learn more about our commitment to Diversity and Inclusion:

- [FSU's Equal Opportunity Statement](#)
 - https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/diversity/EEO_Statement.pdf
- [FSU Diversity & Inclusion Statement](#)
- [FSU Strategic Plan](#)
- [Ringling Strategic Plan](#)
- [Ringling Equity Statement](#)

Responsibilities

Museum Preparators assist with proper gallery and exhibition maintenance and repair in all venues. Typical responsibilities include:

- Acts as PREP Project Manager for exhibition and collection-related projects assigned by the Senior Preparator. Works in tandem with assigned Registration Project Manager to complete all aspects of the

exhibition to meet opening deadlines. This includes coordination of OPS staff and contractors in the execution of tasks, provides logistical support in the movement of objects, and interfacing with external clients such as couriers, vendors and contractors. Communicates regularly with Senior Preparator to inform on the status of assigned projects.

- Works closely with curators, educators, registrars, and conservators in fulfilling installation and de-installation needs for exhibitions, gallery rotations, conservation moves and education spaces.
- Advises on costs for fabrication of casework, mounts and display solutions in assessing priorities within the projects and budget. Submits purchase requests. Provides Senior Preparator with the maintenance schedule, tool and materials inventory pertaining to mount fabrication as well as casework. Provides feedback to increase workflow efficiencies and fabrication improvements.
- Drives large trucks and vans, to perform safe transit of museum objects, loaned objects, and casework. Drives and operates scissor lifts, single-operator lifts (in excess of 40'), and forklift. Operates rigging equipment (gantry/hoist, boom lifts, duct lifts).
- Follows all applicable safety policies and procedures as outlined by the Ringling Museum and Florida State University. Troubleshoots shop equipment. Ensures cleanliness and proper maintenance of workshop and its equipment. Assists conservation with maintenance as needed.
- Serves as Fabrication Specialist, responsible for training staff on techniques and process. Supervises fabrication projects and works closely with external vendors. Establishes fabrication and installation plans for caseworks, loaned objects and permanent collections.
- Performs design and drafting duties as assigned, including but not limited to, creating shop drawings and technical drawings for construction of casework. May serve as backup to approve shop and technical drawings.
- Mats and frames work on paper (photographs, drawings, prints). Performs lighting installation and maintenance in galleries. Performs packing and crating of loaned objects and permanent collection objects. Executes the fabrication of casework and supports, installs/assembles wall/case systems. Prints, presses, cuts, and installs labels and gallery text. Installs, maintains AV equipment within MOA galleries.
- Performs other duties as assigned including implementation of emergency protective measures and maintenance of gallery and storage spaces.
- May be required to travel (nationally or internationally) to serve as a museum courier. Assignments are based on the needs of the museum. Courier training and certification is required prior to the incumbent serving in this capacity. May be required to work overtime according to department's needs.

See our preparator team in action!

- <https://youtu.be/hSEBtNQy3hE>
- https://youtu.be/pgF8__NDnJQ

Qualifications

- High school diploma or equivalent and one year experience.
 - Please note that higher education can substitute for experience at the equivalent rate.
- Knowledge of art storage and display methods, techniques, and procedures.
- Knowledge of exhibit displays, display design and installation. May include framing, art installation, construction and finishing, carpentry work, alterations, and repairs.
- Ability to interpret technical and artistic designs and create a final product.
- Ability to coordinate shipping and receiving activities. Package products for shipment and delivery and/or receive inbound packages and process appropriate documentation.
- Ability to meet physical requirements as determined by position including the ability to climb ladders and lift/move objects up to 50 lbs.
- Valid Florida driver's license or ability to obtain prior to hire.

Preferred

- Higher education or vocational training in a related field such as Art or Art History.

Contact Info

For more information, or for technical assistance, please contact Ringling Human Resources at 941-358-2773 or employment@ringling.org.

Anticipated Salary Range

The anticipated rate of pay will range from \$15 to \$22.66 per hour and will be based on the education, skills, and experience of the selected candidate. Please note that majority of applicants will be offered at midpoint of range. Find out more about our comprehensive benefits package under the "FSU Total Rewards" section.

Museum employees also receive:

- Regular training on upcoming [exhibitions](#)
- Private [gallery talks](#) with curators
- Discounts on [memberships](#)
- Discounts in the [museum store](#)
- Discounts on select [performances/events](#)

Pay Plan

This is an USPS (University Support Personnel System) position.

FSU Total Rewards

FSU offers a robust Total Rewards package. Visit our [website](#) to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs.

Use our [interactive tool](#) to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

Schedule

Monday - Friday from 8:00 AM to 5:00 PM with a one hour lunch period. The incumbent may be required to work a flexible schedule including evenings, weekends, or emergencies based on the needs of The Ringling.

Criminal Background Check

This position requires successful completion of a criminal history background check, to include fingerprinting. The background check will be conducted as authorized and in accordance with [University Policy 4-OP-C-7-B11](#).

How To Apply

If qualified and interested in a specific job opening as advertised, apply to Florida State University at <https://jobs.fsu.edu>. If you are a current FSU employee, apply via myFSU > Self Service.

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume.

Veterans' Preference

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment by the state and its political subdivisions and are encouraged to apply for the positions being filled. Veterans' Preference applies to University Support Personnel System (USPS) positions only.

IMPORTANT: To claim Veterans' Preference, select "yes" to the question on the application questionnaire and upload a DD-214 (or equivalent), the Veterans' Preference Certification form, and other documentation if applicable with your online application before midnight of the position closing date.

Click the links for [eligibility information](#) and [required documentation](#), or call FSU Human Resources at (850) 644-6034.

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