



Employment Opportunity – Preparator- Full Time

The Cummer Museum of Art & Gardens is adding a Full-time preparator to its Curatorial team. The successful candidate will enjoy the challenges of working with objects of varied media, geographies, and time periods in a fast-paced environment among colleagues who are supportive of new ideas and creative risk-taking. Inspired by the tenets of quality, access, and fun, this role will help to create meaningful, impactful, and artful engagement opportunities for broad audiences. A creative problem solver passionate about the smallest details, the successful candidate will embrace new projects with a smile and a sense of humor, ready to roll up their sleeves to help the Museum gain local, regional, national, and international visibility.

Essential Functions:

Under minimal supervision, assist with installation and lighting of exhibitions and permanent collections. Perform a variety of semi-skilled and skilled duties in the preparation, fabrication, installation, and disassembly of exhibitions and displays. Use appropriate materials, equipment, and methods to display, store, pack, and transport works of art. Play an active role in executing the preventative maintenance policy. Assist with routine maintenance in art spaces.

- Support the Museum's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individual, commitment to our community, and accountability and ownership.
- Maintain knowledge of contemporary museum standards including techniques of packaging, lighting, and exhibition materials.
- Perform daily, weekly, monthly preventative maintenance program, including gallery and outdoor sculpture maintenance.
- Ensure the appearance of the galleries, including cleaning and dusting showcases, frames, and pedestals.
- Assist with wrapping, packing, and crating art works for travel using contemporary materials and techniques.
- Uncrate incoming works of art.
- Responsible to the exhibition designer for the coordination of gallery and exhibition preparation and installation.
- Ensure lighting, candlepower, and UV readings of galleries and works of art are at contemporary museum standards for conservation and display.
- Move art in permanent galleries and special exhibition galleries as directed by museum curatorial personnel.
- Mat and frame works of art using materials which meet or exceed AAM conservation standards.
- Mount in-house exhibition labels and signage.
- Dry wall, repair, and paint exhibition spaces.

- Create temporary walls, moldings, case decks, and other exhibition furniture as specified by exhibition designer and/or curatorial colleagues.
- Inventory and maintain supplies including paint, lumber, hardware, etc.
- Inventory and maintain light fixtures.
- Oversee woodshop and shop equipment; perform preventative maintenance and maintenance of equipment.
- Oversee and maintain safety and security standards within the woodshop.
- Other carpentry work throughout the museum including shelving, walls, closets, etc. as deemed necessary.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- High School Diploma or GED
- 4 to 5 years of experience in relevant field
- The nature of work involves heavy lifting, manual dexterity, and the ability to assist in the handling of delicate, valuable, and irreplaceable art objects with extreme care.
- Knowledge of best practices for art object handling and movement, installation, packing, and crating.
- Advanced skills in the use of power tools, wood/metal shop machinery, and lifting apparatuses.
- Skilled in woodworking, cabinetry, metalworking, and general construction.
- Must have painting and basic dry wall expertise.
- Skills as a finish carpenter preferred.
- Excellent organizational skills, attention to detail, and the ability to multitask under pressure in a fast-paced, visitor centered, team-oriented environment.
- Ability to work independently and collaboratively on project teams. Be self-motivated and goal oriented.
- Demonstrates a willingness to learn and use new procedures and technology.
- Adapts behavior and work methods, as needed, in response to new information, changing conditions, or unexpected obstacles.
- Ability to lift 50 lbs.
- Valid Florida driver license and insurance.

Why us?

- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%
- Generous Paid Time Off and Holiday Structure
- Emphasis on Diversity and Inclusion throughout our organization
- Early Access to exhibitions before public access
- Museum membership with North America Reciprocal Museum (NARM) access
- Discounts in café and shop
- Competitive compensation with opportunity for professional development
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

Our Mission: To Engage and Inspire through the arts, gardens, and education

Direct Reports: None

Salary Range: \$20.00-\$22.50/Hourly

Qualified applicants send résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or jobs@cummuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.