

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: CHIEF PREPARATOR - APPLETON MUSEUM OF ART

PAY GRADE: P-1

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for the condition of art handling, display, packing, crating and maintenance of exhibitions, galleries, art storage areas, and preparatory spaces.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: BA/BS degree in art preparation or related field is required.
2. Years of experience in field: Five years' experience in art preparation is required.
3. Special skills or abilities related to field: Knowledge of art preparation techniques, principles and practices. Knowledge of art security, storage, exhibitions, cleaning, shipping, and receiving. Knowledge of art maintenance. Ability to prepare images for use in a museum. Ability to photograph art objects. Ability to clean and maintain art objects.

### ESSENTIAL JOB FUNCTIONS:

1. Works as a member of collections team in the coordination of art handling, display, packing, crating, transportation, and maintenance of exhibitions, galleries, art storage areas, and preparatory spaces.
2. Installs and de-installs exhibitions in museum galleries.
3. Coordinates the shipping and receiving of artwork.
4. Assists the registrar in maintaining the safe and proper storage of all artwork.

ESSENTIAL JOB FUNCTIONS (Continued):

5. As directed, coordinates and facilitates the movement and relocation of all artworks.
6. Coordinates preservation of all works of art.
7. Confers with the registrar on the maintenance of designated art objects.
8. Facilitates routine cleaning of art objects, frames, pedestals, and display cases, as scheduled by the registrar.
9. Maintains tools and equipment required for the maintenance of the collection, its storage, and display of the individual works of art.
10. Provides estimates and schedules for construction of displays, cases, or pedestals, as required.
11. Coordinates with the Coordinator of Facilities regarding the construction of displays, cases, or pedestals, as required.
12. Photographs and assists in the photography of art objects; prepares images for promotional use.
13. Assists with audio visual needs during rentals, special events and fundraisers.
14. Works with museum staff in the design and layout of promotional graphic materials.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:      Appleton Museum of Art

SUPERVISOR OF POSITION:      Curator of Exhibitions  
Appleton Museum of Art