



Position Title: Apprentice Art Preparator
Department: Curatorial
Location: Santa Fe, NM
Pay Range: \$20.00/Hour
Hours: Full-Time, Temporary, One Year Assignment, Non-Exempt

Position Summary

The Apprentice Art Preparator will integrate with the collections staff for a one-year appointment. They will work closely with the Preparator, Registrar/Collections Manager, Head of Conservation, Curators, and Exhibition Designer. This is a unique opportunity for the apprentice to learn museum standards and gain experience working with all matters pertaining to safe handling of works of art.

Tasks may include: hanging artworks and installing archival objects, packing and unpacking artwork, mounting art and objects, installing AV equipment, exhibition lighting and other duties related to exhibition installation and de-installation. The apprentice will maintain objects on exhibit and learn the Museum's integrated pest control management program.

They may be asked to perform specialized tasks on an ongoing and regular basis related to their specialty skills.

The successful candidate will also have additional professional development opportunities such as conference attendance and a final project / presentation. The Apprentice Art Preparator will learn and work under the direction of the Manager of Exhibition Design and Preparation.

Responsibilities include but not limited to

Installation Planning and Implementation

- Work with the Lead Preparator on the implementation of plans for the installation and deinstallation of special exhibitions and collection rotations, in collaboration with the Preparator staff, Registration/Collections Management, Conservation, and Curatorial staff.
- Places or installs fixtures, and other finished structures for the installation and display of works of art.
- Works with Lead Preparator to set schedule and determine tasks and timeframes.

Collection Care and Safety

- Works with the Lead Preparator, Registrar/Collections Management and Conservation departments to ensure that all gallery spaces are well maintained.
- Follows proper procedures for handling works of art (use of clean carts, gloves, location change sheets, tags, etc.) and safety training for use of all equipment, including forklift, etc.
- Works with Collections staff to record and maintain IPM procedures.

Collaboration

- Work collaboratively with museum departments, other museums, and external organizations
- Participate in Museum and Collections and Interpretation planning, committees, task forces, and teams

Special Projects or Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- Studio Art or Similar - Preferred

Skills and Abilities

- Self-motivated, reliable, and focused
 - Ability to follow instructions and plan ahead
 - Work well with supervisors and coworkers
 - Willingness to learn basic power tool skills
 - Must be able to work flexible hours
 - Good hand-eye coordination, manual dexterity, and spatial reasoning
 - Basic computer knowledge, including Microsoft Word and Excel
 - Basic math skills
 - Willingness to learn
 - Able to work independently as well as in small groups
 - Working with overlapping/tight deadlines
 - Excellent attention to detail
 - Cautious, aware of surroundings
 - Interest in art, contemporary art, installation art, photography
 - Safety conscious
 - Tasks may involve working on ladders or scaffolding and working in low light conditions
- Ability to perform physical tasks, including bending, kneeling, pulling, pushing, walking, standing for long periods of time, and lifting 50 pounds

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.