

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title      Preparator  
Sch.& Grade   PAT-6  
Class Code     BE60  
FLSA Status   Non-exempt  
Bargain Unit Elig. Not eligible  
Occupational Group Art

**PRIMARY PURPOSE:**

Performs responsible and professional curatorial assistance and technical work related to the preparation of works of art and galleries for exhibition, as well as the packing and handling of artworks at the Springfield Art Museum.

**SUPERVISION:**

Under the general supervision of the Curator of Collections or Registrar.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Prepares works and gallery spaces for exhibitions of both permanent collections and special exhibitions.
2. Assists Registrar, Curator of Exhibitions and Curator of Collections in moving and installing artworks. Preparator also assists in the disassembly of both permanent collection and special exhibitions.
3. Mats, frames and stores artworks.
4. Unpacks and packs artworks for special and traveling exhibitions, including crate fabrication.
5. Paints galleries prior to exhibition installation and constructs exhibition furniture.
6. Sets lighting for exhibitions.
7. Assists Curators with installation of information materials such as labels and panels.

**IMPORTANT FUNCTIONS:**

1. Participates in professional development activities.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of art and art history; art techniques and media; exhibition design and installation; responsible art handling procedures; artwork matting and framing.

**Abilities**

Utilize sound independent judgment and make responsible decisions and recommendations regarding the handling, packing, unpacking, installation and care of artworks; utilize necessary computer software applications; present an overall professional image; communicate effectively, both verbally and in writing; prepare and maintain clear reports and records; deal effectively and courteously with associates, outside agencies and the general public; follow oral and written instructions; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Art, Art History and/or Museum Studies plus applicable skills and experience including use of basic shop equipment and tools.

**Physical Requirements**

Performs bending, squatting, kneeling and reaching to ground level and overhead; pushes and pulls up to 75 pounds; lifts objects up to 50 pounds; hold and grips objects; must be able to operate a computer keyboard and mouse; must be able to operate shop tools and equipment.

**Working Environment**

Indoors with heating and cooling regulated in a general office and museum environment.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

Must be able to work a flexible schedule to accommodate evening and weekend exhibitions, presentations and/or work activities.

<b>Last Revision:</b>	February 14, 2012	<b>GENERAL ORDINANCE NO.</b> 5110
<b>Comments:</b>	Updated Abilities	<b>Date:</b> 9-4-01

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_