

The Menil Collection Employment Opportunity

Title: *Art Preparator*

Department: Collection Management / Art Services Division

Reports to: Chief Preparator

Status: Full-time, exempt from overtime

Worksite Location: Onsite

Annual Salary: \$45-46,000

The Menil Collection seeks a qualified individual to support the Department of Collection Management with a range of fine art preparation duties.

General Responsibilities

The Art Preparator is part of a larger team within the Art Services division of the Menil Collection's Collection Management Department. The Art Preparator is responsible for the preparation, installation, handling, packing and crating, and care of artworks for the Menil Collection's temporary exhibitions and permanent collection artworks installed or stored throughout the Menil campus.

Essential Duties

1. Pack works according to professional museum standards, according to the type of medium for the work.
2. Prepare, hang, install, and de-install works of art utilizing proper handling and security techniques, including the installation and deinstallation of audio-visual media-based works.
3. Load and unload works of art and fixtures; handle and carry art objects; receive and dispatch works of art into and out of all museum buildings on the Menil campus, generally via fine art shippers.
4. Adhere to all exhibition, rotation, loan, and Work Order timelines and schedules.
5. Help oversee day-to-day incoming and outgoing shipments. Assist Registrars with arranging for packing/unpacking and location changes.
6. Provide consistent TMS location updates for artwork moved within all museum buildings on the Menil campus.
7. Maintain galleries and storage rooms, and assist with shop maintenance and basement storage upkeep.
8. Perform domestic and international courier duties as assigned by the Chief Preparator or the Director of Collection Management.
9. Complete special projects as assigned by the Chief Preparator or the Director of Collection Management.

Qualifications

1. Bachelor's degree and a minimum of 3-5 years of related experience or equivalent combination of training and experience.
2. Solid and demonstrated knowledge of current professional museum standards and best practices for installation and packing/crating, including occupational hazards and safety precautions.
3. Strong technical skills in basic construction, crate fabrication, and installation methods; also proper use and care of power and manual tools, lifts, and other pertinent equipment.
4. Ability to work cooperatively with supervisor, museum staff, outside clients, vendors, and the general public. Must be able to multi-task, take direction, and lead when necessary.
5. Knowledge of and experience with various fine art mediums and other artifact materials and processes, video and audio equipment, computers, lighting methods, basic museum conservation standards, and extensive handling methods for exhibition loans and permanent collection artwork.
6. Ability to proficiently and safely utilize shop equipment, including stationary and portable power tools, as well as larger equipment such as scissor lift, pallet jack, and forklift with training.
7. Knowledge of safety procedures for handling chemical solvents, adhesives, and solutions.
8. Knowledge of computerized database systems, preferably TMS (The Museum System), a plus. Strong technical skills and proficiency in the MS Office Suite.
9. Ability to perform labor-intensive work, including but not limited to frequent lifting, pulling, and pushing of 50 pounds.
10. General knowledge of fine art rigging practices preferred.
11. Must have a valid driver's license and passport. Courier experience is preferred; some domestic and international travel is required.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.