

WHATCOM MUSEUM FOUNDATION

JOB DESCRIPTION

JOB TITLE: Exhibition Preparator
DEPARTMENT: Exhibitions
CLASSIFICATION: Hourly (Non-Exempt), Full Time

MUSEUM BACKGROUND:

The Whatcom Museum is a multidisciplinary institution focused on art, nature, and Northwest history, and located in beautiful Bellingham, Washington. Our three-building campus is sited on the ancestral homeland of the Coast Salish People. The Museum works actively to build an inclusive environment and values all people. As an Equal Opportunity Employer, the Museum is committed to assembling a staff with a multitude of viewpoints and perspectives that help us relate and communicate to all members of our diverse community. Equity, Diversity, Inclusion, Accessibility, and Decolonization stand at the forefront of the work we do. In creating authentic and meaningful experiences for all, we hope to inspire a love for history, spur creative engagement in art, and instill respect for our shared natural world.

JOB SUMMARY:

Works with Museum Director of Exhibitions and Curator(s) to install and maintain Museum exhibitions onsite and off; performs a variety of general carpentry and construction in the preparation, installation, and maintenance of exhibitions; installs and maintains audio-visual components. Requires significant technical knowledge and independent judgment to coordinate activities related to the Museum's collections, programming, and exhibitions.

SUPERVISORY RELATIONSHIP:

Reports to the Director of Exhibitions. Where appropriate, and under the supervision of the Director of Exhibitions, coordinates the activities of work study employees, volunteers, and student interns assigned to exhibition installation. Works independently under the guidance of Museum policies and procedures, adhering to all relevant city, state, and federal rules, regulations, and guidelines.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works with the exhibition team in the planning, scheduling, construction, and installation of exhibits. Assists in exhibit layout with traffic flow, lighting, audio-visual, etc.; research cost and availability of materials; monitors environment and security levels; and, when appropriate, prepares and solicits bids and arranges for contractor fabrication.
2. Installs and maintains audio-visual components and associated media files; maintains exhibit support areas; maintains all tools and machinery; performs gallery maintenance duties.
3. Designs, fabricates, and installs artifact mounts, custom-sized vitrines, pedestals, and crates; frames artwork; assists with fabrication of prototypes and installation for interactive components in exhibits and Family Interactive Gallery.
4. Provides support to the Curator of Collections in packing and unpacking of artifacts and/or artworks, collections storage improvements, crating, database entry, cataloging, and inventory.

5. Transports equipment, supplies, and artifacts in and between Museum buildings; drives rental vehicles for pick-up and deliveries of exhibition crates, artworks, furniture, and surplus equipment.
6. Regularly reviews supplies, materials, and tools for department; orders supplies, and cleans/launders materials as needed in advance of installation and deinstallation.
7. Performs other duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to work as part of a team, demonstrating courtesy, tact, and good judgement in working with staff and the public.
- Three years exhibition installation experience preferred.
- Working knowledge in use of hand and power tools in carpentry.
- Knowledge of museum standards and practices of registration, lighting, art handling, and conservation preferred.
- Experience operating scissor lift: experience operating lift and forklift, preferred.
- Ability to work an occasional alternate work schedule related to exhibition deadlines.
- Skills in problem analysis, planning and organization, time management, adaptability, flexibility, and stress tolerance.
- Strong oral and written communication skills.
- Office and computer skills sufficient to function in a professional role and ability to provide database support to collections management.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Computer experience specific to data entry, cataloging, and inventory.

PHYSICAL WORKING ENVIRONMENT:

Stationary: Approximately 85% of time is spent standing or moving around the work area and Museum campus. Balance of time is spent seated while working at a desk.

Moving: The ability to move up to fifty pounds; ability to perform all required duties including climbing ladders and scaffolding, and the moving of art, artifacts, and equipment safely and effectively.

TRAINING REQUIREMENTS:

- Valid Washington State driver's license by time of hire; Candidate will be asked to provide abstract showing proof of a good driving record prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

PREPARED BY: Victoria Blackwell

REVIEWED BY: Patricia Leach
Daren Hecker

Date: 07/2022