



Museum of Contemporary Native Arts (MoCNA)

Preparator / Exhibitions Coordinator

JOB DESCRIPTION

DEPARTMENT MUSEUM OF CONTEMPORARY NATIVE ARTS (MoCNA)
CLASSIFICATION EXEMPT
REPORTS TO CHIEF CURATOR
LAST UPDATED August 2015

SUMMARY OF RESPONSIBILITIES

Under the direction of the MoCNA'S Curatorial team the Preparator / Exhibitions Coordinator will be involved in all aspects in the development, care and presentation of the MoCNA's exhibitions and programs in the area of exhibition coordination, fabrication and installation. Duties include the processing of all loans for MoCNA'S produced exhibitions including traveling exhibitions. The incumbent will also be responsible for coordinating all shipping arrangements for incoming/outgoing loans including traveling exhibitions, as well as installations, correspondence with artists, collectors and institutions, and completing/coordinating special projects for the curatorial team, while supporting the mission, vision and core values of IAIA.

ESSENTIAL FUNCTIONS:

- Prepare and install museum exhibitions, which may include but are not limited to:
- Lead the installation of exhibitions.
- Correspond with artists, collectors and/or institutions for loans and for shipping arrangements.
- Provide direct oversight in the handling, packing, movement, and inspection of all objects entering or leaving establishment, including MoCNA produced exhibitions, traveling exhibitions.
- Provide information for special installation instructions for all artworks including 2-D, new media, sculpture, and installations.
- Prepare exhibition loan agreements with artists, collectors and/or institutions, which are in compliance with internal procedures or protocol.
- Ensure compliance with established insurance regulations and/or protocol in the movement, packing, and shipping of objects
- As needed, identify and engage outside vendors for rigging, packing, crating, and shipping.
- Serve as project lead for special initiatives/exhibitions by curatorial team.

- Construction of pedestals, object mounts and crates as needed
- Build temporary walls for exhibitions
- Paint or touch-up gallery walls
- Transport artwork
- Attend meetings at museum, campus and other locations.
- Provide information to other departments, as needed.
- Maintain workspace for incoming/outgoing loans
- Manage inventory of equipment, including pedestals and other materials for museum display, exhibition hardware and packing material
- Consulting/collaborating with other personnel to develop and initiate most practical methods of packing and shipping fragile or valuable objects.
- Functions as courier or designate courier for loans.
- Assist with the set-up of A.V. equipment for art installations and public programs, including power amps, digital video projectors, and different computer platforms (Mac and PC)

REQUIRED EXPERIENCE AND EDUCATION

Must have BFA or BA in Museum Studies or related field, or five (5) years of direct/hands-on museum experience working with temporary exhibitions, loans, and maintenance and storage of collections. Must also have experience with scheduling and supervising packing, shipping, condition reporting and object movement. Must have knowledge of current legal and ethical standards of transactions with art museums. Must have a current/valid driver's license and a clean driving record. Must have a satisfactory background/criminal.

PREFERRED: M.A. in a related field, including experience working on exhibitions of contemporary art and/or gallery installations.

REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

- Current and demonstrated knowledge of the techniques used in museum exhibition management and preparation.
- Current and demonstrated knowledge of art exhibitions, loans, maintenance and storage of art collections.
- Current and demonstrated knowledge in the packing/shipping and inspection of art objects.
- Proven ability to work independently and under close supervision, or as assigned, and to bring projects to completion in a timely manner.
- Highly effective verbal, listening and written communications skills with the ability to communicate clearly and effectively with all levels and with all people and groups, in order to clearly and effectively exchange and provide information.

- Ability to maintain effective working relationships internally and externally, which includes demonstrating a pleasant, courteous and professional demeanor and presence at all times.
- Knowledge of different computer platforms including new media.

The candidate must have proficient knowledge in the following areas:

- Effective organizational skills, in order to complete assignment and/or projects as required.
- Highly collaborative, interpersonal and problem-solving skills, in order to quickly, professional and effectively resolve a wide-range of issues/problems.
- Strong analytical and decision-making skills in order to oversee the key functions of accession, de-accession, registration and the handling/packing/movement and/or inspection of art objects.

Adhere to appropriate professional standards of conduct and ethics, including but limited to:

- Confidentiality
 - integrity and honesty
 - follow directives
 - exhibit ability to adapt to changing work environments
 - cooperates and works respectfully with others
 - participate in pro-active problem solving
 - attend to assigned job duties
 - and participate in meetings as required
- Ability and willingness to perform other work-related duties as assigned.
 - Must have a current/valid and clean driving record in order to be bondable to use IAIA fleet vehicles.
 - Must have a satisfactory background/criminal background in order to be bondable in handling

PREFERRED COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated interest and/or ability to work in collaboration with Native artists and communities to create long-term, meaningful relationships.

WORKING CONDITIONS

- Ability to physically move, carry and/or maneuver objects weighing up to 50lbs.
- Ability to reach and retrieve over-head objects weighing up to 25lbs.
- Ability to bend or stoop.
- Ability to work in a dusty and noisy environment.
- Ability and skill to provide basic to complex information, verbal or written related to the performance of essential functions.

- Occasional local and out-of-town travel for meetings and conferences (personal vehicle or company vehicle).
- This job description does not list all the duties of the job.
- Management has the right to revise this job description at any time.
- The above statements are intended to describe the general nature and level of work being performed by the candidate(s) of this job.
- The essential functions are not intended to be an exhaustive list of all responsibilities and activities required of the position.
- The job description is not a contract for employment.