Job Title: Assistant to the Preparator
Hours per week: 20-40 hours
Number of positions: 1
Length of Employment: Monday Aug. 15 thru Friday Aug. 19, 2022
(Academic progress must be met every semester to continue)
Pay rate: $11.50/hr
Supervisor: Manuela Well-Off-Man
Contact: Manuela.well-off-man@iaia.edu; 505 428 5922
Department Name & Code: Museum Exhibitions, 153
Location: MoCNA Galleries
Classification: Institutional Work-Study>
Employer Name/Address: IAIA Museum of Contemporary Native Arts, 108 Cathedral Pl, Santa Fe, NM 87501

Purpose/Role:
The Assistant to the Preparator works closely with MoCNA’s Preparator and helps ensure the successful and timely installation of the Art of Indigenous Fashion exhibition in the Main and Fritz Scholder galleries.

Job Description/Responsibilities/Abilities:
The Assistant will assist in all aspects of the installation of the summer exhibition, including:
• Sand, paint, and touch up gallery walls
• Paint pedestals and platforms
• Assist with fabrication of mounts for artworks
• Assist with installation of artworks and mannequins
• Install vinyl texts and exhibition labels
• Clean exhibition furniture and galleries after installation
• Assist museum exhibition staff with other tasks

General Qualifications:
• Creative problem solver
• Team player
• Good communication skills
• Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
• Experience with power tools
• Must be able to research and provide accurate and creative solutions to customer issues
• Ability to work with limited supervision and often independently
• Ability to stay focused, on task, and always display a high level of professionalism
Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.