



**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](mailto: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.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: [iaia.edu/student-success-center/student-employment/](http://iaia.edu/student-success-center/student-employment/)