

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MUSEUM PREPARATOR**

**Reports To:** Designated Supervisor

**UW Job Code:** 3081

**UW Job Family:** 3D - Media/Communication/Art

**SOC Code:** 25-4013

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 8-26-05 (revised 9-5-17; 1-28-21)

**JOB PURPOSE:**

Under very limited supervision, assist in the planning, preparation, design, and installation of museum exhibits, art collections, or other display materials. Fabricate display and shipping materials as required. Assist with the packing, moving, conserving, maintaining, and security of collections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in planning, installation, and de-installation of art, science, or other exhibits for public display including matting, framing, mount-making, etc.
- Assist in preparation of galleries for exhibitions including patching, painting, and lighting.
- Create 3D scans of exhibition installations; manage projects and data of virtual exhibitions.
- Construct pedestals, props, environments, casework, interpretive materials and museum graphics; fabricates shipping crates and storage systems.
- Handle and prepare collection items for exhibition including matting, framing, removal from storage facility, and transporting to display site.
- Assist in monitoring exhibition and collection environment.
- Provide essential facility support for major fundraising events.
- Assist with grant writing and research to attain funding for collections care and digitization.

**SUPPLEMENTAL FUNCTIONS:**

- May assist with special events.
- May transport collection and/or exhibition objects.

**COMPETENCIES:**

- Attention to Detail
- Independence
- Technical/Professional Knowledge

- Motivational Fit
- Collaboration
- Innovation

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- The operation of woodworking, metal working and painting equipment.
- Art/museum security systems and procedures.
- Display construction in a museum/gallery setting.
- The occupational hazards and safety precautions of the trade.
- Mount making, matting, framing, pedestal preparation, and preservation techniques.
- Exhibit installation and picture framing and hanging.
- Special events set up and tear down.

Skills and Abilities to:

- Safely operate woodworking and painting equipment.
- Set up facilities to determined specifications.
- Package products for shipping/delivery.
- Handle and install works of art in all media.
- Utilize painting and carpentry skills.
- Ability to lift and/or move heavy objects.
- Ability to work as a team player.

**WORKING CONDITIONS:**

Standard shop environment; exposed to vapors, fumes, dirt, noise, mechanical and electrical hazards associated with woodworking crafts; frequently subject to warehouse and storage facility to transport collection items; occasionally subject to adverse weather conditions when installing exhibits outdoors.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.