

MESA ARTS CENTER PREPARATOR

JOB DESCRIPTION

Classification Responsibilities: A Mesa Arts Center Preparator is responsible for the art gallery design and construction of display features necessary for creating exhibits of art collections for the Mesa Contemporary Arts permanent collections and art works on loan for temporary in-house curated, traveling, and juried exhibitions. Responsibilities include: formalizing design plan including design layout, floor plan, color selection, and security features to protect artwork; constructing exhibit display elements, display mounts, etc; determining lighting requirements; packing and unpacking display objects; hanging/installing artworks according to specific guidelines; assisting with installation and de-installation of art objects; exhibit maintenance including checking physical condition of exhibit and determining when upgrading is required; preparing graphics for signs, banners, murals, labels, and other visual presentation and interpretations for exhibits; assisting in handling valuable and irreplaceable artifacts in accordance with curatorial guidelines and standards including the maintenance of exhibition storage facilities and equipment; training others in the proper, safe handling of all types of artwork and tools; maintaining workshop supplies and equipment; performing minor repairs on equipment; and assisting in preparations for special events. The work involves trades work (examples: carpentry, fabrication, welding, metal working, masonry, electrical, painting, and finish carpentry, etc.); and coordinating details with skilled artists and trades workers to meet City building code standards. Incumbent uses such materials as: wood, acrylic, fiberglass, glass, Styrofoam, fiber optics, plaster, concrete, or other materials necessary to prepare and display art objects and create art exhibits. A Mesa Arts Center Preparator is responsible for project management for planned art gallery exhibits, including coordination of meetings with artists, curatorial and gallery staff to plan and implement exhibit installation, developing timelines to complete exhibit displays, providing illustrative and to-scale construction drawings and sketches for fabrication of special items. Must be able to lift and move heavy objects up to 100 pounds and work at heights of up to 16 feet above ground. Heavy lifting, climbing, and strenuous physical activities are essential functions of the position. This position may exercise oversight responsibilities and functional supervision over temporary agency personnel, interns, and/or volunteers; and performs related duties as required.

Distinguishing Features: The Mesa Arts Center Preparator work schedule is varied so evening and weekend work is included as a normal part of the schedule. This class is distinguished from the Museum Exhibit Preparator class by its focus on the display of art and contemporary artworks in a gallery exhibit environment including a sculpture garden display medium. Supervision is received from the Mesa Arts Center Curator who reviews work through observation, reports, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Art, Art History, Museum Studies, Art Administration or related field of study, and considerable (3 - 5 years) exhibit design and art exhibit installation experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Contemporary art museum or gallery experience is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, contractors, public officials, artists, other museum and gallery professionals, patrons, donors, volunteers and docents. Instructs and/or trains docents and volunteers in the proper packing, unpacking, documentation, handling and installation/display of artwork. Prepares written documents with clearly organized thoughts and/or using the proper sentence construction, punctuation, and grammar in order to generate condition reports on incoming and outgoing artwork and provide written description of exhibition layout and design, and other correspondence or reports as needed.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures and museum standards for handling and installation of artwork, shipping standards, museum standards for documentation. Inspects, monitors, and /or evaluates information, work-related conditions, and artwork; determines if Americans with Disabilities Act (ADA) requirements, as well as museum standards, are met and maintained throughout exhibit; repairs exhibits as needed; and monitors, inspects, and evaluates tools and equipment for safety and safe handling procedures. Distinguishes colors to determine paint colors for exhibitions. Mounts, mats and frames photographs, prints, paintings and other two-dimensional works. Operates a variety of equipment such as circular saw, table saw, belt sander, nail gun, spray booth, welder to create exhibition installations. Uses computer, copier, fax, printer and personal computer to enter, transmit and gather data and information in order to maintain records of incoming/outgoing artwork, maintain condition reports, maintain art related databases, research and prepare floor plans for exhibits. Cleans and maintains workshop, work areas, tools and equipment as well as exhibit areas in a safe manner using appropriate materials and cleaning fluids and agents. Works with chemicals such as acetone, thinners and methanol using normal, routine, protective equipment as well as specialized, non-routine protective equipment for woodwork, protective welding clothing and gear to weld, and respirator for paint spray booth. Operates a motor vehicle requiring a standard Arizona Driver's License to pick up supplies, move exhibit components, and travel to sites to pick up and return artwork. Operates forklift, straddle stacker, scissors lift, pallet jack to move and picks up art objects, crates, boxes, artwork packing materials, construction materials, pedestals, walls, platforms, and various other exhibit items (up to 100 pounds or more), for distances of up to 20 feet or more, to store, move, install and de-install exhibits in galleries and outdoor sculpture court. Works at heights of 16 feet or more while adjusting track lighting, changing bulbs, installing hanging artwork, etc. Sets up or removes folding tables, chairs or similar objects for educational activities, receptions and

special functions as needed. May work in variety of weather conditions to install and de-install sculpture garden exhibitions. Meets scheduling and attendance requirements.

Mental: Plans, organizes, supervises and evaluates to work of docents and volunteers to layout, install and de-install the exhibition. Prioritizes schedules to build and install exhibits in five galleries and an outdoor sculpture court to meet deadlines. Must meet deadlines and resolve issues with other staff, other City employees, artists, contractors, and outside vendors. Coordinates use of scene shop and other Mesa Arts Center areas with other employees and will coordinate with building maintenance when needed. Coordinates with other cities and outside agencies regarding shipping, schedules, installation and de-installation on traveling exhibits. Conducts research on proper installation requirements, lighting requirements and heat/cool and humidity levels of exhibition and storage areas to meet gallery and museum standards. Performs mathematical calculations to measure and draw plans for building display materials and layout of installations. Assists in the preparation of the Mesa Contemporary Arts budget. Comprehends and makes inferences from artists instructions for packing, unpacking, installation, de-installation of art and manuals for equipment usage. Understands and interprets blueprints, schematic drawings, layouts, or other visual aids to plan and prepare exhibitions, follow traveling exhibit installation instructions, building design and capabilities. Estimates labor and material costs from work plans to order building supplies to create exhibit materials for five galleries and a sculpture court. Learns job-related material through on-the-job training regarding current museum and art gallery standards, ethics, and practices of handling, shipping and exhibiting contemporary art.

Knowledge/Skills/Abilities:

Knowledge of:

blueprint, plan and shop drawings, and exhibit design elements including building design, code, and occupancy requirements;

art preparation, storage and shipping methods and standards;

safety and ADA requirements for exhibition displays;

basic algebra and geometry concepts and calculations;

research methods and procedures;

graphic arts techniques, including: design, color, composition, typographic illustration, and graphic arts media;

rough and finished carpentry, related tools, and related building trades such as: cabinet making, millwork, sheet metal, and plastic laminate work;

soldering, brazing, oxygen and acetylene welding and cutting, arc welding, and finishing methods, equipment, and techniques;

fabrication techniques of wood, glass, fiberglass, Styrofoam, acrylics, and metals;

modern techniques for preparation of metal, wood, glass plaster, cement, and similar materials and surfaces to allow for desired and appropriate application of paint;

methods, practices, tools, and materials used in electrical systems installation;

various kinds of paint and primers and their proper application; and

gallery and exhibit preparation and lighting methods and techniques.

Skill in:

operation and maintenance of various workshop hand and power tools and equipment used in art gallery and museum exhibit preparation, installation, repair and maintenance;
verbal, written and visual communication; and
fabrication, welding, metal work, masonry, electrical painting, finish carpentry trades work.

Ability to:

establish and maintain effective working relationships with management, coworkers, subordinates, contracted and temporary personnel, volunteers, and gallery patrons;
research exhibit topics for information such as: construction techniques, symbolic uses of color and architectural motifs to achieve accuracy and consistency in the displays, props and activities to be built;
schedule, monitor, and revise work for construction of the exhibit and maintain project status records;
develop technical drawings to provide instruction and specifications from which other Museum staff can assemble specific activity items and displays;
translate abstract ideas into activities and displays appropriate to the needs of the exhibit and museum objectives;
anticipate and prepare for the technical requirements associated with exhibit installation and display;
collaborate with professional museum staff to generate ideas and approaches to exhibit subjects;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
design and fabricate exhibit items;
accurately estimate design and production costs and recommend economical and appropriate reproduction methods;
follow through on details;
devise and apply new methods/techniques to create and build innovative displays; and
visualize concepts three dimensionally without the benefit of drawings.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/18

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EEO-Prof

JOB FCTN-ART

INCREMENTS 66-200

PAY GRADE: 44

IND-8868

SWORN-No