

# Preparator

Job Description – December 18, 2024

<b><u>Payroll Category:</u></b>	Hourly, non-exempt; MIT Pay Scale 5
<b><u>Normal Work Week:</u></b>	35 hours per week
<b><u>Supervision Received:</u></b>	Curator; Registrar & Manager, Collections
<b><u>Supervision Exercised:</u></b>	none

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We welcome people from all walks of life to bring their talent, ideas, and experience to our community. We value diversity and strongly encourage applications from individuals from all identities and backgrounds – like yours. If you want to be part of our exceptional, multicultural, collaborative, and inclusive community, then take a look at this opportunity.

## Position Overview

The List Center Preparator supports the care and exhibition of MIT's 4,000+ artworks within its three collections and supports gallery exhibitions. This role will report to the Registrar & Manager, Collections for daily tasks and to the Curator for scheduling approvals (PTO, sick leave, and other absences). While based in the offices of the MIT List Visual Arts Center, this role's activities extend across the MIT campus.

## **General Duties and Responsibilities:**

- Participate in daily check-ins with Registrar & Manager, Collections (or with Gallery Manager, in absence of Registrar & Manager, Collections)
- Participate in weekly meetings with Registrar & Manager, Collections and Gallery Manager
- Maintain and updating a daily calendar of work orders
- Determine and ensure the safety of artworks to be installed

### **Campus Collections (60-70%) Duties:**

- Support the Registrar & Manager, Collections in facilitating viewings at the List by preparing the space with the objects to be reviewed
- Act as an ambassador of the List while installing/deinstalling Campus Collection works in Faculty and Staff offices and public spaces campus-wide
- Coordinate via email (and phone, as needed) with Faculty and Staff borrowers and Registrar & Manager, Collections to schedule installs and site visits once loan agreements are executed
- Send calendar invites to Faculty and Staff borrowers to confirm scheduled installs and site visits
- Handle receiving and staging of crates
- Support coordination with MIT Facilities regarding maintenance projects and upcoming renovations that require artwork deinstallation
- Make wall labels and frame labels using Collectors Systems
- Maintain regular inspection log of select Public Art works
- Maintain and log maintenance of Public Art works, including dusting, cleaning, etc.
- Manage inventory and anticipate supplies needed for all Campus Collection-related storage, packing, transport, and care of artworks (incl. outsourcing the laundering of microfiber cloths, ensuring adequate materials are available, etc.)

### **Exhibitions (30-40%) Duties:**

- Assist in exhibition maintenance (cleaning, trouble-shooting, making adjustments), builds (light carpentry and fabrication), and shipping
- Assist in maintaining back-of-house areas, servicing of equipment, material inventory, and ordering supplies
- Assist in the fabrication/demolition of walls and temporary gallery infrastructures

### **Special Projects (as needed):**

- Photographing and cataloging collection works under the supervision of the Registrar & Manager, Collections
- Regular auditing, inventorying, storing, and repacking of unframed works in flat files
- Proactively initiate data collection and updating Collector Systems database to reflect accurate artwork records
- Assisting Registrar & Manager, Collections with barcoding objects in the Campus Lending Art Collection
- Unpacking/packing artworks received or to be sent to framers
- Remain informed about trends in museum installation and conservation best practices

## Qualifications

This role requires an art or fabrication background, must work well collaboratively, be able to manage multiple tasks simultaneously, and have 4+ years of relevant experience in art handling and installation. Given the high level of communication required in handling art loans, interacting with faculty and staff on campus, and across multiple projects, a professional, proactive, and collaborative outlook is essential. Other skills required: Excellent oral and written communication skills; flexibility; attention to details; and self-motivation. Fluency with Microsoft 360 required; digital imaging, photography, collection databases, A/V experience, and a BA/BS in studio art or related field preferred.

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MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

**Employment is contingent upon the completion of a satisfactory background check.**