



INDIANA UNIVERSITY

MUSEUM OF ARCHAEOLOGY
AND ANTHROPOLOGY

Job ID: 312749

Position Title: Museum Preparator (Exhibit Preparator)

Department Name: IU Museum of Archaeology and Anthropology (IUMAA)

Role Descriptor: Exhibit Preparator

Department ID: BL – MAA

Hourly Rate: \$24.99, This is an AFSCME union covered position

Job Summary:

The Museum Preparator position at IU Museum of Archaeology and Anthropology is integral to the operations of successful collections, curatorial, and exhibition programs. Under the direction of the Museum Registrar and in partnership with the Exhibition and Design Manager, the Museum Preparator conducts all preparation, installation, and de-installation of galleries. This includes all audio-visual components installation and operation.

Department Specific Responsibilities

- Responsible for making all display mounts and ensuring proper installation of objects.
- Maintains and participates in the Museum worksites and report back to Museum Registrar and Exhibition Manager, maintaining project spaces that ensures safety, efficiency, cultural relevance, and sustainable practices for exhibition and collections packing and transportation.
- Installs all exhibitions and new displays in the galleries, including arranging partition walls and display units and installing objects.
- Packs and unpacks all incoming and outgoing loans, which may include delivering, installing, de-installing, and picking-up objects, both locally and regionally as needed.
- Builds display, storage, and shipping units for collections materials (both 2- and 3-dimensional) so that units meet professional and cultural stewardship standards regarding conservation, security, and cultural protocols.
- Moves objects within and outside the museum and pack and unpack all display and collection items entering and leaving the museum, taking into account the unique features of each one to ensure their safe handling.



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- Performs in-house maintenance or repairs to exhibits and collection storage units as directed by Museum Registrar and/or the Director of Curatorial Affairs and assist/escort non museum maintenance workers as needed.
- Light exhibitions and collections within the galleries and adjust as needed, ensuring that light levels meet conservation and cultural stewardship requirements of various media.
- Makes and tracks orders materials and supply orders. Communicate with purchasing as needed.
- Coordinates workflow and job duties as directed by the Museum Registrar

General Responsibilities

- Performs duties involving the movement of artwork/artifacts within and outside the museum, including scheduling the packing and unpacking of all artifacts entering and leaving the museum, scheduling and managing the installation of exhibitions, repairing and painting partition walls, arranging display units, and hanging/setting up artwork/artifacts.
- Builds production schedule; allocates fabrication timeline; designs displays, storage, and shipping containers for all artwork/artifacts; and maintains museum best practices regarding conservation and security. Schedules and negotiates with outside vendors any fabrication that cannot be absorbed in-house.
- Performs activities related to the museum installation department, ensuring that all work reflects current industry best practices. Builds, manages, and schedules maintenance programs for the departments' equipment needs, including all critical and peripheral equipment.
- Ensures the day-to-day maintenance of the museum building through regular inspection, overseeing and scheduling of in-house maintenance and repairs, while identifying appropriate departments for generating work orders, ensuring timely completion.
- Consults on the museum's lighting needs from large to small-scale projects. Specifies lighting hardware needs. Recommends lighting schematics to ensure each gallery's commitment to conservation, while providing exhibition flexibility.



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- May assist with museum budget development by relaying cost estimates for crate construction and packing and other materials costs; may make process recommendations to supervisor for improved operational efficiency.

Qualifications:

Education Required

- High School Diploma or equivalent (such as HSED or GED)

Work Experience

Required

- 4 or more years in exhibit preparation or related field

Preferred

- 2 years of experience in art handling and 2 years of experience in carpentry or construction.
- Experience in painting and welding/soldering/brazing preferred.

LICENSES & CERTIFICATIONS

Preferred

- Possesses a valid driver's license with the ability to be insured by Indiana University

SKILLS

Required

- Proficient in English written and verbal communication skills
- Ability to build strong customer relationships
- Demonstrates a high commitment to quality
- Possesses flexibility to work in a fast paced, dynamic environment
- Possesses a high degree of initiative
- Demonstrated time management and priority setting skills
- Highly thorough and dependable
- Maintains a high degree of professionalism

Preferred

- Ability to read and interpret drawings, blueprints and/or schematics.
- Knowledge of materials, methods, and the tools used to perform fine arts preparation duties, such as packing, crate building, and mount making.
- Ability to use power and hand tools, including power saw, band saw, jigsaw, router, sander, corded and cordless drills, sharp knives and razors, screwdrivers, wrenches.
- Attention to detail and the ability to safely and sensitively care for/handle artwork.



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Working Conditions / Demands: This role regularly requires the ability to effectively communicate. This role frequently requires the ability to handle equipment. This role frequently requires the ability to remain stationary and ascend/descend ladders/stairs. This role requires the ability to move objects weighing up to 50 lbs. The role requires the ability to detect items in close proximity as well as far away; discern between colors; detect objects in peripheral space of self; discern items in detail; and to have good depth perception. The person in this role must be able to perform the essential functions with or without an accommodation.

Work Location: Bloomington, Indiana, In - person

Directions on how to apply:

1. Non-IU employees should click on the first link below to access the careers site; current IU employees should click on the second link below.
2. Review the job description and then click on "Apply for Job" to begin your application.
3. Non-IU employees will need to sign in to access your account. If you do not already have an account, click on "Register Now" to create an account. Current IU employees will be recognized through CAS Authorization.
4. Complete the application process.

If you are NOT an IU employee currently, please use the following link:

https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=312749&PostingSeq=1

Current IU employees should use this link:

https://hrms.iu.edu/psp/PH1PRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS.CG_SEAR.CH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Employee&JobOpeningId=312749&PostingSeq=1