



PARRISH ART MUSEUM

125 Years of Engagement, Vision, and Excellence

Lead Preparator

Reports to: Chief Curator

Status: Full Time, non-exempt, 35 hours per week Monday – Friday (evenings and weekends as required)

Supervises: Part-Time Preparators, Art Installers/Preparators, Art photographers, General Contractors for Special Exhibitions

June 2023

PURPOSE AND SCOPE:

Under the general supervision of the Chief Curator and in coordination with the Registrar, provides and plans for a full range of museum-grade art handling and preparation services for collection and loan objects. This position collaborates extensively throughout the Collections, Exhibitions, and Programming division, Curatorial, Facilities, Operations, Security, and other museum departments in realizing integrated collections stewardship, collaborative collections and exhibitions research, and engaging and inspiring public programming. The position applies project management and team leadership skills to complete and delegate tasks related to the care, access, handling and storage of collection and loaned artworks. This role provides regular and ongoing maintenance to collection and loan objects on view and in storage. Emphasis on daily maintenance of objects and signage, weekly maintenance of gallery exhibition walls (clean, paint touch up), and preparation of works of art on paper and paintings. Coordinates and executes with curatorial team, part-time preparators, and art handlers for installation of exhibitions. The Lead Museum Preparator acts as the project point for large projects. Working in partnership with an assigned project contractor or PT staff, the Chief Curator, maintains oversight of project timelines, needs, staffing, special interests, and relationships over the course of a project from initiation to finish. The position may also be assigned independent projects.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- **Team Participation**
 - Shares in fostering a culture of safety, inclusivity, and equity.
 - Works in a healthy and flexible style, and models empathy and understanding.
 - Participates in nurturing collaboration and partnership across teams with fluid communication and respect for diverse expertise essential to an art museum.
- **Specialty Expertise, Collections Access**
 - Under supervision of the Chief Curator and in coordination with the Registrar, and on a daily basis:
 - Monitors and maintains works of art, both in storage and on exhibit, to ensure object safety and aesthetic presentation
 - Performs special projects and other related duties as a required, directed or as the situation dictates
 - Prepares works of art in accordance with established best practices to ensure object safety and aesthetic presentation. Responsible for assistance with archival matting,



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framing, frame fabrication, and mount-making for exhibition purposes and long-term storage such as planning for archival boxes and enclosures.

- Participate in the coordination of preparing, releasing, or receiving artworks for variety of activities, including but not limited to transit, gallery rotations, exhibitions, loans, curatorial viewings, imaging, conservation work, scholarly visits, school groups, and external viewings.
- In coordination with curatorial team, organizes and executes installation of special exhibitions and permanent collection, and supervises part-time preparators and outside art handlers.
- Project Management- Plans and budgets for adequate level of preparator assistance on a project basis and supervises team to meet department's goals and timelines.
- In collaboration with building staff, maintains clean and well-organized art storage rooms, shipping & receiving room, and adequate supplies for packing, storing and exhibition preparation.
- In coordination with the Registrar, schedules and supervises outside contractors as needed.
- Provides assistance to art couriers as required by the Registrar.

- **Administration**

- Participate in departmental, team, and project meetings and project de-briefings. Communicate concerns and plans to project teams.
- Add documentation to relevant museum systems for assigned projects.
- Mitigate risks to artworks and to relationships with people and organizations.
- Assist appropriate managers regarding adherence with fire code, the care and storage of hazardous waste, building materials, and machinery.
- As assigned, assist with materials research, gathering budget estimates and other necessary fact-finding tasks pertaining to specific projects.
- Ensure that work areas are well maintained and stocked; Alerting department leadership or departmental administration of needed supplies.
- Perform other duties as required.

QUALIFICATIONS:

- Possession of a High School diploma or G.E.D certificate.
- Knowledge of modern and contemporary art. Art museum experience or professional gallery experience strongly preferred.
- A minimum of five (5) year related experience or equivalent combination of training and experience.
- Demonstrated positive leadership skills are essential, on a team of varying levels of seniority.
- Large scale project management acumen and ability to prioritize tasks for delegation to a team with a concern for detail, accuracy, and efficiency in the execution of projects.
- Ability to act as a professional mentor to newer team members, sharing both hard and soft skills related to project work.
- Work in an effective and efficient manner with regard to time, materials, and safety.



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- Utilize shop equipment proficiently and safely including portable and stationary power tools within personal knowledge base; interest to learn appropriate usage of unfamiliar tools.
- Ability to work collaboratively and professionally with other supervisors, museum staff, students, outside clients, vendors, volunteers, and the public.
- Proven ability to communicate effectively.
- Knowledge of safety precautions and procedures related to the handling of solvents, adhesives and other fabrication related solutions or ability to learn.
- Act as a steward of the department in proactive upkeep of shared and private spaces.
- Active engagement with sustainability practices as they relate to the museum's waste handling and recycling practices.
- Familiarity with collections management systems.

WORKING CONDITIONS:

The majority of work will be performed in the Museum's art storage spaces, galleries, and loading dock. Required to operate various tools and machinery, including scissor lift, dock lift, table saw, drill press, miter saw, frame chop, heavy material lift, routers, and small hand tools. Frequently required to stand, walk, bend, crouch, and work on ladders and lifts for extended periods of time. Lifts heavy objects weighing up to 50 pounds.

The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Long periods of standing or physical activity within a Construction/Jobsite environment, including wood dust, paint fumes, and other environmental hazards. Personal protective equipment is supplied.

Some work is performed in a normal office environment. May operate computers and other office equipment. Typical work week is 35 hours, Monday through Friday, however, extra or weekend hours may be required.

SCOPE OF AUTHORITY:

Must accept direction from the Chief Curator and work in coordination with the Registrar. **This role has a preferred start date of July 10, 2023.**

INTERPERSONAL COMMUNICATIONS:

Needs to possess strong organizational and interpersonal skills. Incumbent must to be approachable and responsible, must be able to work both independently and with a variety of staff, vendors as well as the general public. Position must have good communications skills and work well as part of a team. This position requires confidentiality, integrity, understanding, and high ethical standards.

DISCLAIMER:

The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.



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SALARY:

\$25 – \$30/hour

ABOUT THE PARRISH ART MUSEUM:

The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives.

Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

The Parrish Art Museum is an equal opportunity employer. *The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.*

To apply for the position, interested candidates should send a resume and cover letter to hr@parrishart.org