

**Newark Museum Association  
Position Announcement**

**Exhibition Preparator**

**Position Objective:** The Exhibition Preparator will be responsible for taking the lead in exhibition installation work, coordinating the part-time installation staff, creating museum quality object display mounts and maintaining object lighting and exhibitions equipment in gallery spaces.

**Specific Duties and Responsibilities:**

- Instruct and monitor part-time and temporary exhibition installation staff in applicable gallery and object handling policies.
- Work with Exhibition Designer to set job assignments for Exhibitions part timers to meet institutional goals and priorities over both long and short-term projects.
- Ensure adherence to the safe use of paints, tools, motorized lifts, ladders and other equipment associated with exhibition installations.
- Oversee casework installation and the preparation of artwork and mounts for installation.
- Oversee supply inventory and Exhibition work areas including prep area, mount room and pedestal storage areas.
- Plan logistics for and execute installation and de-installation of exhibitions, individual object rotations and loan objects in coordination with Exhibitions, Registrars and Curatorial Departments.
- Work with Registrars, Curators, Designers, artists and lenders to identify site specific needs for upcoming installations.
- Create museum-quality installation mounts.
- Perform gallery prep using knowledge of best practices that ensure the safety of the collections, staff and public.
- Fabricate and install small exhibition fixtures, furniture and graphics to meet deadlines as needed. Serve as an advisor to Facilities for the production of high finish exhibition cabinetry.
- Install/replace lighting, multimedia, hands-on and mechanical interactive components as needed.
- Print and install replacement labels and event signage.
- Travel occasionally to facilitate offsite installation of traveling shows.
- Coordinate, catalog and maintain storage of exhibition furniture and equipment.
- Perform rounds to insure a consistent quality presentation of the museum's galleries. Monitor galleries and notify appropriate personnel of issues outside of Exhibition's scope.
- Perform gallery housekeeping and maintain equipment and supply inventory.
- Assume other specified activities as required to meet the needs of the Exhibition Department.

**Qualifications:**

- Proven ability to work on complex projects and lead an installation crew
- Minimum of 3 years installation experience in a gallery or museum
- Advanced knowledge of art preparation techniques, practices and principles
- Advanced knowledge of materials, fabrication techniques, construction and carpentry
- Experience in installing and maintaining a variety of multimedia equipment
- Experienced in the use of powered lifts and ladders in galleries as well in approved methods for the safe handling of various types of Museum collection objects.

Interested candidates should submit resume and letter of interest to:

Human Resources  
Newark Museum  
49 Washington Street  
Newark, NJ 07102  
Fax: 973.642.0459 - Email: [humanresources@newarkmuseum.org](mailto:humanresources@newarkmuseum.org)

*The Newark Museum is an equal opportunity employer. Please be advised that due to the high volume of applicants, we can only contact those candidates whose qualifications meet the requirements of this position.*