

## **Collections Preparator**

**Position objective:** The Collections Preparator assists the Collections Manager with the physical care of collections and the upkeep of spaces used for collection storage, preparation and exhibit. The Collections Preparator works closely with the Registrars, the Curators, and the Exhibition Department, as well as with other staff, to ensure the ongoing preservation and safety of the collections, both while in storage and on display.

**Reporting Relationship:** Reports to the Collections Manager

### **Specific Duties and Responsibilities:**

- Assists the Collections Manager in the care of the collections both on display and in storage
- Responsible for the maintenance of collections which includes regular inspection of objects and light cleaning if necessary
- Keeps records of work performed on objects
- Responsible for the transport of objects including packing and unpacking objects, scheduling truck trips and monitoring objects during transport
- Responsible for packing, unpacking and crating of art objects
- Determines everyday storage solutions for objects including box construction; applies numbers to permanent collection objects; participates in collection inventory
- Monitors environment of collection spaces; maintains cleanliness of Storage, Prep and Rep, and Conservation Lab
- Serves as the integrated pest management liaison
- Orders supplies for object maintenance and storage
- Supervises assistants and other technicians as needed
- Prepares objects for loan and exhibitions; cleans, mounts, frames and mats
- Responsible for monthly and annual reports of activities
- Works with Development to secure collections maintenance and grant projects
- Other duties as assigned to meet the mission of the Registrar Department

### **Qualifications:**

Bachelor's degree in a related field; Masters in Museum Studies a plus. Experience as preparator or equivalent training; art handling skills; knowledge of museum standards regarding the care and handling of objects with a minimum of two years' experience in a museum or gallery setting. Must be able to lift 50 pounds and have a valid NJ driver's license.