



## Library/Museum Job Family: **Gallery Preparator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### GENERIC JOB PROFILE SUMMARIES

Gallery Preparator I INDIVIDUAL CONTRIBUTOR	Gallery Preparator II INDIVIDUAL CONTRIBUTOR	Chief Preparator INDIVIDUAL CONTRIBUTOR
Handle and move artwork in the museum’s permanent and loan collections.		
Design and build shipping crates.	Build specialized crates; assist in the safe handling, storage, relocation, and shipment of art.	
Assist in loading and unloading trucks.		
Pack and unpack artwork.	Maintain daily log book of all incoming and outgoing shipments; record artwork locations; ensure proper labeling of art objects.	
Arrange safe storage of artwork; evaluate storage conditions of objects, identifying problems and notifying registrar of problems.		
Record artwork locations; assure proper labeling of objects.		
Relocate artwork to installation galleries at the request of the registrar and Curators.		Coordinate the installation process between the curators, artist, and preparatory staff.
	Design exhibition layouts, lighting requirements, and museum and exhibition wall signs; plan installation schedule in conjunction with Chief Preparator, Curator and registrar.	Design and engineer traveling and permanent collection exhibition installations, translating the needs of the curators, director, and artists into the appropriate visual impact for individual gallery space.

Gallery Preparator I INDIVIDUAL CONTRIBUTOR	Gallery Preparator II INDIVIDUAL CONTRIBUTOR	Chief Preparator INDIVIDUAL CONTRIBUTOR
Assist with gallery installations and removals.		Oversee installation design construction; supervise the safe handling of art objects during the installation project.
Frame and unframe artwork at the request of the registrar, often completing minor repairs of the frames.	Construct custom frame moldings; mat and frame works of art per special request of Chief Preparator, Curator, or Director.	
Travel on and off campus to install and remove artwork in the loan collection.		
Provide security for loading docks and staging areas.	Provide security for loading docks and staging areas.	
Assist trades people in restricted areas of the building in the absence of the building superintendent.	Assist trades people in restricted areas of the building in the absence of the building superintendent.	Coordinate crews working on facility projects while in the building, accessing unavailable areas in the museum.
	Back up Chief Preparator in building, security and/or installation responsibilities.	
	Maintain inventory of packing supplies.	
	Provide support services to museum director, Curators, registrar, educators, and visiting artists.	
	Paint, refinish, and refurbish existing display equipment.	
	Operate and maintain museum carpentry shop and tools; includes all stationary power equipment common to a cabinet-making shop, as well as portable power tools and hand tools.	Responsible for maintenance and inventory of the museum carpentry shop and tools.
	Act as museum representative to shipping and mailing organizations.	
	Maintain inventory and coordinate audio/video equipment for museum staff; research equipment, budget involvement.	
		Assist in exhibition budgeting pertaining to installation and preparatory requirements for each project.
		Perform minor conservation of works of art.

Gallery Preparator I INDIVIDUAL CONTRIBUTOR	Gallery Preparator II INDIVIDUAL CONTRIBUTOR	Chief Preparator INDIVIDUAL CONTRIBUTOR
		Supervise and train preparatory staff.
		Be responsible for departmental budget, including purchasing building materials, shop equipment, and materials for building projects.
		Undertake special projects as assigned by director, head curator, and chief administrator.
		Coordinate maintenance and building projects and serve as liaison with University Facilities.
		Coordinate the Custodians while in the building, familiarizing them with the special needs of the building.
		Be responsible for monitoring mechanical and engineering problems, notifying appropriate University department heads of breakdowns and emergencies.
		Responsible for opening and closing the Museum as scheduled.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10407 GALLERY PREPARATOR I, BAND C	10408 GALLERY PREPARATOR II, BAND D	10134 CHIEF PREPARATOR, BAND E
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	High school Diploma or equivalent; more than 2 years and less than 4 years' experience or equivalent	Bachelor's degree or equivalent; more than 2, but less than 4 years or equivalent	Trade/Vocational/Technical School or equivalent; 3 but less than 5 years of experience or equivalent
<b>IMPACT</b>	Limited impact	Limited impact	Limited impact
<b>CONTACTS - INSIDE</b>	Assist others Cooperation for tasks completion Handle confidential information	Coordinate activities Contribute to group projects	Provide guidance Coordinate activities
<b>CONTACTS - OUTSIDE</b>	Conduct straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information or provide detailed response	Provide information that exists within pre-established documents and or programs
<b>CONTACTS - STUDENTS</b>	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Occasional contact to provide information and instruction

<b>FACTOR PROFILE</b>	<b>10407 GALLERY PREPARATOR I, BAND C</b>	<b>10408 GALLERY PREPARATOR II, BAND D</b>	<b>10134 CHIEF PREPARATOR, BAND E</b>
<b>SUPERVISION</b>	None given	None given	Provide day-to-day supervisory direction to employees within the department
<b>COMPLEXITY</b>	Focus on an entire field	Focus on an entire field	Frequently adapt, combine, or make improvements to services, products, processes or programs
<b>LEVEL OF DECISION MAKING</b>	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria	Responsible for making decisions about work within prescribed limits, and/or providing input to others for decision-making
<b>FREEDOM OF ACTION</b>	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed	General supervision Some interpretation of work policies and procedures, and, at times, deviation from standard work practices
<b>SUPPORT SKILLS – WRITING</b>	Limited skills required, OR is position's area of work	Limited skills required, OR is position's area of work	
<b>SUPPORT SKILLS – COMPUTER</b>	Limited skills required, OR is position's area of work	Limited skills required, OR is position's area of work	
<b>WORKING CONDITIONS - PHYSICAL</b>	Lift more than 50 lbs.	Lift more than 50 lbs.	

FACTOR PROFILE	10407 GALLERY PREPARATOR I, BAND C	10408 GALLERY PREPARATOR II, BAND D	10134 CHIEF PREPARATOR, BAND E
WORKING CONDITIONS - VISUAL	High degree of concentration, requiring acute eye/hand coordination	High degree of concentration, requiring acute eye/hand coordination	
WORKING CONDITIONS - HAZARD	Chemical/substances requiring, safety precautions. Cautious handling of animals or toxic plants. Equipment requiring constant attention. Protective devices required in some aspects of work	Chemical/substances requiring, safety precautions. Cautious handling of animals or toxic plants. Equipment requiring constant attention. Protective devices required in some aspects of work	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required