

ART GALLERY PREPARATOR

DEFINITION

Assists in the operations of an art gallery, care of its art collection, and serves students, faculty, administration, media, benefactors, and general public by preparing and presenting world class art exhibitions.

TYPICAL DUTIES

- Assists in the physical operation of an art gallery and performs tasks involved in storing, cataloging, shipping, receiving, and installing art exhibits.
- Coordinates and monitors the use of art gallery facilities by students, faculty, and others.
- Maintains records and is responsible for the cataloging, assembling, care, and maintenance of a gallery's art collection and art collections on loan to the gallery and ensures compliance with insurance or loan agreements.
- Arranges, assembles, maintains, and dismantles materials and display structures used in exhibition programs at an art gallery.
- Provides guidance and assists student employees in the preparation of exhibitions and other gallery related projects.
- Oversees and maintains security related to the operation and maintenance of an art gallery and the art collection including direction of student employees who function as receptionists and security during gallery exhibition hours.
- Performs clerical work related to gallery business including gathering promotional materials, program preparation, word processing, record keeping, filing, answering telephone inquiries, mailing preparation, and maintaining an art gallery's mailing list.
- Directs and assists with the packing, unpacking, and transportation of art works and collections arriving and leaving an art gallery.
- Assists in the orderly maintenance of the gallery, gallery workshop, and art collection storage vault.
- Frames, labels, and hangs pictures or places sculptures and other objects of art.
- Assists in planning educational art exhibits and gathering information for labels and assists in arranging special film programs and lectures.
- Transports and arranges for transportation of art objects and exhibits.
- Arranges for necessary upkeep, restoration, and framing and reframing of art works in an art gallery.
- Orders, receives, inspects, and stores supplies, tools, and equipment related to an art gallery.
- Coordinates the day-to-day maintenance and cleaning of an art gallery.
- May assist in the maintenance of an art gallery budget.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Art Gallery Preparator** assists in the physical operation of an art gallery by performing tasks involved in displaying, storing, cleaning, cataloging, securing, transporting, and installing art exhibits.

An **Art Gallery and Museum Director** has full responsibility for the planning, operation, fundraising, and direction of a college art gallery and museum.

An **Instructional Assistant, Art**, applies knowledge of design, drawing, painting, print making, ceramics, and sculpture, in performing a broad range of duties related to the day-to-day operations of an art department which includes the preparation of supplies, materials, and equipment for instructional use, art gallery activities, record keeping, and store keeping functions.

SUPERVISION

General supervision is received from an art gallery director or a Department Chair. Work direction is provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Techniques and materials related to art gallery displays and exhibitions; including storage, packaging, shipping, and display techniques for various collections, such as paintings, photography, film/video, and sculpture

Processing and cataloging of records for collections; implementing a control system for registering and locating collection items

Basic concepts of drawing, painting, commercial art, and design

Construction of display structures

Fine arts terminology and interrelationship of all areas of art

Office practices and procedures

Principles of recordkeeping

Proper storage and care of equipment and tools

Capabilities of computer systems, software, and hardware related to art collections

Ability to:

Recommend necessary storage, display, safety, and handling methods related to collection items

Safely operate basic shop tools and machinery, such as electric drills, power sanders, and table saws

Climb ladders and lift and move heavy supplies and equipment safely

Arrange, assemble, maintain, and dismantle materials and display structures used in exhibition programs at an art gallery

Keep detailed and accurate records

Secure and store supplies

Work effectively and cooperatively with students, instructional staff, and other staff

Communicate effectively both orally and in writing

Effectively utilize computer hardware and software

Learn general and specialized computer applications used in an art gallery

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate's degree or its equivalent, from a recognized college or university, with a major in fine arts, art history, drawing, painting, sculpture, or a related field.

OR

- B. Graduation from high school or its equivalent **AND** two years of full-time paid experience in the preparation and exhibition of art.

Special:

A valid Class "C" California driver's license.
Access to an automobile.