POSITION ANNOUNCEMENT

EXHIBITS CARPENTER / PREPARATOR – F/T

POSITION SUMMARY
The Exhibits Carpenter/Preparator performs a wide variety of duties including the fabrication, construction, preparation, production, installation and care of museum exhibits. The Exhibits Carpenter/Preparator is responsible for all woodworking and cabinetry required for installation of exhibits as well as woodworking jobs that are requested from other departments in the Museum. The Exhibits Carpenter/Preparator works with the exhibit team as well as assists other departments such as curatorial and collections, events, public programs and development as needed.

RESPONSIBILITIES:
• Fabrication, assembly, installation, dismantling and/or moving of exhibit items and valuable artifacts
• Repairs and maintains exhibits
• Paints and prepares exhibit spaces for exhibit installation
• Hangs and removes paintings and other exhibit items
• Assists with the installation of temporary exhibits and, as part of a team, works to maintain these exhibitions
• Assists with structural, technical and security aspects of exhibits
• Maintains the shop and its associated tools, machinery and storage areas
• Prepares purchase order requests for materials, supplies, tools, and machinery
• Supports A/V needs throughout the Museum

EDUCATION:
• Required: High School diploma or GED
• Preferred: some college (emphasis in the arts)

EXPERIENCE AND SKILLS:
• Two or more years of experience working at a museum and/or gallery
• Ability to communicate effectively oral and written
• Must be an energetic, enthusiastic individual
• Good manual dexterity and knowledge in special care and handling of irreplaceable and valuable objects
• Must have experience with fabrication and woodworking
• Must be able to work on ladders and scissor lifts
• Must be able to work in confined spaces in addition to public spaces in the Museum
• Ability to operate and maintain all hand tools as well as routers, Sanders, table saws, radial arm saws, skill saws, jointers, band saws and other woodworking equipment and small power tools
• Familiarity with A/V equipment
• Must be a flexible, team-oriented individual who works well in groups or on individual projects
• Must be able to understand and carry out specific tasks and instructions, but also be willing to collaborate and make suggestions to solve problems
• Art handling experience preferred

PHYSICAL REQUIREMENTS:
• Ability to lift up to 50 lbs, walking, climbing stairs, etc.
• Must be in good physical condition
• Must be able to work flexible hours including after hours and some weekends if necessary
• Be able to drive a 20’ box truck

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org