CONTRACT PREPARATOR

The Witte Museum reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The $100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY:
The Preparator, under general supervision, applies a variety of skills to the care and maintenance, installation, preparation, fabrication, construction, and production of museum exhibits and performs related duties as required. The Preparator closely supports the Exhibitions team and collaborates with others as directed.

RESPONSIBILITIES:
• Assists with fabrication, assembly, installation, dismantling and/or moving of exhibit items and valuable artifacts
• Builds and repairs exhibition elements as needed
• Paints and prepares galleries and exhibit spaces for exhibit installation
• Works as a team member to install temporary exhibitions, both in-house projects and rentals from other organizations
• Assists with structural, technical, and security aspects of exhibits
• Assists the Exhibit Team in maintaining proper supply inventory
• Supports A/V needs throughout the Museum
• Other duties as assigned

EDUCATION:
• Required: High School Diploma or GED
• Preferred: Some college hours in design related field with hands-on fabrication experience

EXPERIENCE AND SKILLS:
• Two or more years’ of experience working at a Museum, Art Gallery and/or other arts venues
• Good manual dexterity in handling of exhibition elements
• Must be able to work on ladders and personal lifts
• Must be able to work in confined and/or public spaces in the Museum
• Must have experience with fabrication, woodworking and carpentry
• Proficient in the use of common hand tools, small power tools, and stationary woodworking machines, with knowledge of all proper safety procedures
• Effective written and oral communication skills
• Must be able to understand and carry out specific tasks and instructions, independently and collaboratively
• Excellent organizational skills, attention to detail and accuracy while demonstrating the ability to work independently and prioritize multiple time-sensitive tasks
• Must be able to meet critical deadlines in a fast paced environment
• Preferred: A/V experience
• Ability to work independently and as a team member

PHYSICAL REQUIREMENTS:
• Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
• Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

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