

Job Posting: EXHIBIT PREPARATOR

Job Status: Seasonal

Date: February 2, 2021

The Grand Rapids Art Museum (GRAM) has a unique opportunity for individuals who would love to be part of the installation and exhibition of beautiful collections of art. Our seasonal Preparators work with the Curatorial staff to build and install amazing gallery spaces to exhibit artwork for the enjoyment of the community. If you have a flexible schedule and are open to various tasks such as painting walls and carefully unpacking artwork, we are looking to build our team of seasonal Preparators.

Essential responsibilities include but are not limited to the following:

- Assist with the shipping and receiving, unpacking, layout, building and preparation of traveling exhibits.
- Assist with various types of maintenance and build out of exhibit space including painting, lighting, installation and cleaning.
- Assist with duties related to the care, movement and recording of art objects in the permanent collection.

GRAM exhibits typically change over quarterly over a period of 3 – 5 weeks at a time. Assigned work hours during those weeks are based on the specific needs of the exhibits with Preparators getting schedules in advance to determine availability. Since this is a seasonal position, GRAM is unable to guarantee any specific hours.

GRAM is looking for individuals with the following experience:

- Art History, Art Education, Fine/Studio Art or Museum Studies majors are preferred.
- Experience with construction and painting are ideal.
- Strong organizational and communication skills; aptitude for detail and clean practices when it comes to building and painting projects.
- Ability to take direction while also working independently.

Please submit a resume and cover letter to [careers@artmuseumgr.org](mailto:careers@artmuseumgr.org).

*Grand Rapids Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*