

Position Description

Title: **Exhibitions Preparator**

Division: Exhibits

Classification: Salaried exempt, regular full-time

Reports To: Art and Experience Developer

Salary: \$42,000-45,000

Supervises: N/A

High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Sciences finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum. The High Desert Museum sits in and shares the stories of what was, is, and always will be the Indigenous Plateau.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

Job Summary

The Exhibitions Preparator is responsible for object and gallery preparation, as well as installation, de-installation and maintenance of the Museum's permanent and temporary exhibits. The Exhibitions Preparator must have excellent communication and organizational skills, and be able to see projects through to completion, apply creative problem-solving methods with an attention to detail, work well both as part of a team and under their own direction, work on multiple tasks simultaneously and meet deadlines and budget guidelines.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be important qualifications for a candidate to have while remaining open to the diversity of experiences that can lead to these skill sets. Position descriptions are sometimes presented in a way that leaves qualified candidates feeling unwelcome, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Qualifications

The successful candidate will demonstrate a commitment to excellence, innovation, integrity and teamwork. Other qualifications include:

- Any combination of training, education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in art, industrial design, engineering or a closely related field

- Previous experience with exhibition installation/de-installation techniques, mount-making and framing
- Working knowledge of museum standards regarding proper handling and care of museum objects
- Basic understanding of audio-video equipment, with the ability to learn new skills in order to operate and maintained specialized A/V systems
- Experience with electrical systems & controls
- Advanced skills in the use of power tools, wood/metal shop machinery and lifting apparatuses
- Skills in general construction, woodworking, cabinetry, metalworking, plastics, and painting or decorative finishes, and knowledge of associated safety practices
- Ability to read, analyze and interpret design schematics, shop/fabrication drawings and standard business documents
- Ability to effectively present information and respond to questions from co-workers and the public
- Demonstrated ability to solve problems independently and show initiative, as well as collaborate with the Exhibits Team to develop exhibits that strive to ensure the best experience for each museum visitor
- Ability to establish and maintain effective working relationships across all Museum departments
- Ability to organize and prioritize tasks to meet deadlines and manage multiple projects concurrently under the pressure of deadlines
- Ability to work flexible hours and days (weekends and evenings) during periods of installation and deinstallation
- Willingness to work both indoors and outdoors in all environmental conditions
- Must be able to lift 75 lbs. and to perform all tasks related to the physical aspect of the position (bending, squatting, reaching, etc.)
- Ability to work from a ladder
- Valid Oregon driver's license with ability to drive larger vehicles and equipment

A positive demeanor, sense of humor, high level of professionalism and the ability to learn new skills quickly are essential traits. HDM looks at each candidate in terms of combined skills; different combinations of skills and experiences can serve to qualify for the position. We are willing to train the right candidate.

Responsibilities and Tasks

1. Collaborate with the Exhibits Team on the planning, production, and lead the fabrication of exhibits including construction, carpentry, mount-making, installing objects and graphics, and creating hands-on interactives
2. Prepare exhibit galleries for upcoming exhibits such as demolition, wall repair, painting, fabric wrapping, cleaning and maintenance
3. Transport artwork, crates, and exhibition and storage-related furniture and objects to and/or from other locations, alone or as part of a team. Locations may range from local to statewide and beyond
4. Work with applicable museum departments to perform daily checks and maintenance of permanent and temporary exhibitions, including wildlife habitats, the 1904 ranch and the museum grounds/facilities
5. Work with the Exhibits Team to meet strict budgetary guidelines

6. Maintain a clean, organized and safe work environment. Observe safety and risk management procedures in public areas and workspaces
7. Serve as a resource to other Museum staff in the resolution of complex problems and issues.
8. Effectively handle multiple demands, shifting priorities and rapid change
9. Employ imagination, originality and the highest standards while working independently or in collaboration to ensure successful completion of projects
10. Conduct other duties as assigned

Please send resume and cover letter to the High Desert Museum,
attention Human Resources.

jobs@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Mission

The High Desert Museum wildly excites and responsibly teaches through innovative, interdisciplinary experiences, creating connection to and dialogue about the High Desert.