

# **Exhibition Preparator**

## **Quincy Art Center**

### **Position Description**



#### **2024 Call for Applicants:**

We are seeking dynamic individuals to join our team in the role of Exhibition Preparator. This position offers a unique opportunity for creative individuals seeking to thrive in a collaborative environment. If you are a proactive and detail-oriented individual with a passion for visual art, we invite you to apply for the position of Exhibition Preparator and contribute to the success of our vibrant institution. To apply, please send your letter of intent, resume, and three references to the Quincy Art Center, Attention: Jennifer Teter, Curator, at 1515 Jersey St., Quincy, IL 62301. Alternatively, you can email your application materials to [jteter@quincyartcenter.org](mailto:jteter@quincyartcenter.org).

#### **Job Summary**

The Exhibition Preparator assists the Curator with the design, installation, and care of all Quincy Art Center exhibits. This position also assists with exhibition programs and the care of the Permanent Collection. This is a permanent part-time position with flexible hours to work as needed, reporting directly to the Curator.

#### **About the Quincy Art Center**

The Quincy Art Center is a 100 year old 501(c)3 nonprofit governed by a Board of Directors, a small team of professional staff, and dedicated volunteers. The mission is to connect people to the power of art by creating opportunities to experience, make, and share art. The Quincy Art Center is committed to diversity, equity, accessibility, and inclusion and aligning to American Alliance of Museums best practices. The current strategic goals are to position the Art Center as a regional destination for curated visual art exhibitions, enrich our community through visual art education, and expand the impact and engagement of visual arts in our community.

#### **Quincy Art Center Exhibitions and Collections**

The exhibit spaces include two on-site professional galleries, an on-site conference room, and five off-site satellites at community partner locations. The permanent collection consists of over 400 artworks by locally, regionally, nationally, and internationally recognized artists.

#### **Key Responsibilities:**

The Exhibition Preparator role may have multiple team members. Responsibilities will be assigned based on individual strengths and availability, determined by the Curator.

- Install and de-install exhibitions.
- Safely transport and handle artworks with precision and care.
- Utilize technical skills to assemble and install exhibition elements.
- Conduct condition assessments of artworks.
- Format, mount, and cut exhibit signage and labels.
- Maintain the cleanliness and orderliness of exhibition spaces.
- Assist in addressing and resolving exhibition challenges or issues.
- Assist with the care, research, and documentation of the Permanent Collection.
- Assist in hosting exhibit receptions, programs, and events.
- Deliver exemplary customer service to artists, jurors, clients, and donors.
- Assist in the training of other exhibit team members as needed.
- Additional opportunities may arise, including potential involvement in educational programs overseen by a separate supervisor.

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**Qualifications:**

- Previous experience in art handling, exhibition installation, or a related field.
- Proficiency in utilizing tools and equipment for their designated purposes.
- Strong attention to detail and ability to precisely measure and calculate.
- Effective communication skills for team collaboration.
- Demonstrated problem-solving skills to address project challenges.
- Strong task management and organizational abilities.
- Adaptable to flexible working hours and dynamic exhibition schedule.
- Authentic passion for visual art and commitment to cultural institution success.
- Strong computer skills, including proficiency in spreadsheets is preferred.
- Must have the ability to push, pull, and lift 50 lbs.
- Possession and continuous maintenance of a valid driver's license is required.
- A degree in visual art or a related field is preferred, but practical experience is also considered.

**Hours and Compensation:**

- Permanent part-time status with flexible schedule.
- Base wage: \$15/hour, potential for higher based on experience.

**Equal Opportunity Employer**

The Quincy Art Center is committed to equal opportunity and comply with all applicable federal and state laws regarding nondiscrimination and affirmative action. The Quincy Art Center does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its application and admission processes, educational programs and activities, and employment practices.