

# Chief Preparator

**Title:** Chief Preparator

**Department:** Curatorial

**Organization:** Bellevue Arts Museum

**Type:** Full-time exempt position, with some evenings and weekends.

**Reports to:** Chief Curator

**Supervises:** Contract Installation staff

## Bellevue Arts Museum

Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture. We work with audiences, artists, makers, and designers to understand our shared experience of the world. BAM is a space where artists and audiences directly participate in the exchange of ideas, illuminating and enriching their joint experience of art, craft, and design. The Museum connects people of all ages with the extraordinary works of Northwest artists while bringing national and international collections to the community. Dynamic educational programs provide opportunities to engage with art and the contemporary artists creating it. The Museum serves over 300,000 people every year through all of its varied exhibitions and programs, including the annual BAM ARTSfair. Visit [bellevuearts.org](http://bellevuearts.org) to learn more.

## Description

Bellevue Arts Museum, the Pacific Northwest's center for the exploration of art, craft and design, is seeking applications for the position of Chief Preparator. This position reports to the Chief Curator and is responsible for the management of all aspects of the design and installation of temporary exhibitions at the Museum. The Chief Preparator works closely with the Assistant Curator, Registrar, Building Manager, and the education, events, and marketing teams. They contract and manage the team of contract installation staff.

## Job Duties

- Work with the curatorial team, guest curators, artists to design temporary exhibitions and installations. Utilize Sketchup to create scaled three-dimensional layouts and develop installation ideas.
- Develop installation plans and find solutions to the unique challenges of each exhibition. Design and build special mounts, pedestals, or furniture as needed. Procure special materials or equipment for unique installations. Mat and frame artworks as necessary.
- Create schedules for all exhibitions and featured objects to successfully execute the installations within tight timelines. Hire, train, and supervise a crew of temporary art installers.
- Work with the registrar and curators to ensure a safe and secure environment for the art and visitors during the run of an exhibition. Maintain a weekly cleaning schedule and maintenance check of all the galleries.
- Pack, crate, transport, and store artwork in accordance with sound museum practices, ensuring the safety and security of the art.
- Install artwork in all media, weights, and dimensions. Understand the nature of each artwork, its particular requirements, and execute the installation accordingly with the appropriate hardware and materials. Utilize sound museum practices when handling art from transportation to installation to storage.
- Work with the building manager to implement any A/V components of exhibitions and troubleshoot any problems during the duration of the show.

- Communicate with the graphic designer in the development and installation of supporting materials for an exhibition, including vinyl lettering, text panels, catalogs, and labels.
- Light each exhibition to appropriate levels according to the requirements of lending institutions and the conservation standards of different materials.
- Work with the educational department to support educational programs. Design and build displays and interactive materials. Help design, build, implement, and install exhibits in the Imagination Stations located throughout the Museum.
- Work with the events coordinator to ensure the Museum is appropriately arranged for special events and all artwork is appropriately secured.
- Help plan for the Museum's annual fundraising gala. Develop a layout and prepare materials accordingly. Create an installation schedule, hire and supervise art handlers and volunteers, and choreograph the evening's activities including the installation, packing, distribution of objects, and tear down.
- Work with the building manager to maintain a safe and clean gallery environment. Assist with building renovations and improvements.
- Maintain the efficiency and cleanliness of the Museum woodshop and tools and make improvements as necessary.
- Maintain an inventory of exhibition furniture, mounts, and A/V equipment and find solutions to their storage and organization.
- Execute administrative tasks including exhibition budgets, annual budget planning, exhibition calendars, hiring, and payroll paperwork.
- Other duties as assigned

### Preferred Qualifications

- Competency with Microsoft Office Suite and Adobe Illustrator
- Experience using Google Sketchup for exhibition layout
- Carpentry skills including working in construction or a fabrication shop
- Recruit, manage, and supervise contract teams
- Proven verbal and written communication skills

### Requirements:

- At least three years museum preparator or similar experience
- Knowledge and experience with museum standards of for packing, crating, handling, and installing artworks of all sizes and mediums.
- Possession of a valid WA state driver's license
- Ability to physically lift and move heavy objects (up to 75lbs) and be able to stand, kneel, or squat for extended periods of time
- Comfortable working at high elevations up to 30' in the air on ladders, scaffolding, or lifts
- Ability to operate scissor lifts and a forklift
- Skill with power and hand tools and equipment used in moving and rigging heavy objects
- Flexible, collaborative, and positive attitude. Works well with others, inspires and leads teams.
- Understands and supports the mission of the Bellevue Arts Museum.

### To apply

Submit a recent resume and cover letter with "Chief Preparator" in the subject line to [hr@bellevuearts.org](mailto:hr@bellevuearts.org). No calls, please. Position open until filled.