



## POSITION DATA

**JOB TITLE:** Preparator  
**DEPARTMENT:** Collections  
**REPORTS TO:** Head Registrar  
**CLASSIFICATION:** Exempt  
**DATE:** August 2022

## POSITION OVERVIEW

Reporting to the Head Registrar, the Preparator holds a key position as a member of the Collections Department within the Museum Division, which encompasses Collections, Exhibitions & Education. The Preparator is responsible for the strategic planning, scheduling, and implementation of all aspects of preparing, handling, packing, installing, deinstalling, and housing objects and artworks within the Museum's collection and on loan.

The Preparator works collaboratively with Collections, Exhibitions, and Buildings & Grounds colleagues to achieve the Museum's exhibition goals. The Preparator organizes staff, contractors, and schedules for museum installations and performs preparation, loan, and housing activities. The Preparator efficiently and proactively supports undertakings fundamental to the Museum's operations, building on a strong culture of internal teamwork.

The 9/11 Museum's holdings are diverse and include art and artifacts in a wide range and scale of media, including metals, textiles, plastics, paintings, sculpture, print and digital photographs, and ephemera. Some exhibit damage sustained on 9/11, which is part of their historical and interpretive significance. Many collection objects are commemorative in nature, embodying stories and connections to those killed on 9/11 and thousands who responded. Holdings also include damaged rescue vehicles, large in-situ building elements of the World Trade Center, and archeological fragments from the site.

This is an exempt, full-time 40 hour/week position. Work will primarily take place during business hours, however, exhibition rotations and corrections/adjustments to objects on view will occur early mornings and evenings throughout the year with advance notice. The Preparator's schedule will be modified to accommodate such work. Most activities will take place at the Museum in lower Manhattan, and at the institution's off-site storage facility in Jersey City, NJ.

## ESSENTIAL FUNCTIONS

- Prepares, installs, and de-installs objects for exhibition. Strategizes and plans installations and deinstallations with Museum project teams.
- Hires and schedules contractors (e.g., art handlers and mount makers) and supervises their work during installations and de-installations.
- Acts as the principal supervisor on site on behalf of the Collections department during exhibition rotations.

- In consultation with conservation, registration and curatorial staff, surveys object condition as needed and performs or oversees mounting, matting, and framing.
- Performs necessary corrections or adjustments to objects on display.
- Attends and participates in exhibition planning meetings and other project-based meetings and correspondence and updates systems for tracking exhibitions and loans planning. Provides accurate information in a timely manner to ensure successful exhibition rotations.
- Creates exhibition rotation schedules for Collections department staff and contractors in collaboration with the Exhibitions department.
- In collaboration with Buildings & Grounds, Exhibitions, and Collections staff, ensures exhibition lighting is in compliance with loan agreements.
- Prepares collections for outgoing loans, including condition reporting as needed, devising and implementing packing and mounting solutions, and collaborating with vendors on packing and crating methods.
- Designs and constructs housing for existing collections and new acquisitions; formalizes methods through the creation of a standards manual.
- Acts as an expert resource for proper collections handling methods and storage practices; implements proper procedures for handling collections (use of clean carts, gloves, location change updates, tags, etc.)
- Completes required safety trainings for use of all equipment (lifts, etc.).
- Maintains inventory of tools, equipment, hardware and supplies required for collections housing, packing, shipping and installation/deinstallation; identifies and makes necessary purchases.
- Assists with the development of art handling and supply budgets; tracks spending and processes invoices.
- Participates in the Collections department housekeeping program for collections storage areas.
- Implements safe procedures for handling items exposed to World Trade Center dust in compliance with the Museum's internal Operations and Maintenance plan and completes required trainings.
- May act as courier for loans, exhibitions, or special packing/unpacking, installation/de-installation of collections and prepare and return materials held in temporary custody as needed.
- Assists the Collections Manager with duties such as collection inventory maintenance, returning outgoing loans and deinstalled objects to storage, special projects, etc. as needed.
- Attends bi-monthly Acquisitions and Loans Committee meetings.

#### **REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS**

- Participate in the Annual 5K Fundraiser and September 11th Commemoration.
- Assist with other special projects and events in support of the 9/11 Memorial & Museum mission, as assigned.

#### **QUALIFICATIONS/SKILLS REQUIREMENTS**

- Bachelor's degree from an accredited institution with a concentration in museum studies, studio art, art history, humanities, or similar area. Any

combination of acceptable training, on-the-job experience and/or education will be considered.

- Minimum of 5 years' professional experience handling, preparing, mounting, installing, housing and packing various types of objects and artwork in a museum or gallery setting, with prior supervisory experience.
- Ability to carefully move heavy, fragile, and/or odd-shaped objects or direct others to do so.
- Strong familiarity with crating construction, strategies and techniques.
- Flexibility to work a variable schedule including evenings and mornings throughout the year.
- Fundamental understanding of preventive conservation as it relates to collections housing, storage, packing, moving and installation; knowledge of museum-approved materials and suppliers.
- Strong technical skills in the safe use and maintenance of hand tools and pallet jacks, lifts, ladders and other equipment used to move and install collections.
- Ability to interpret and respond to case plans and architectural/fabrication shop drawings to ensure proper display of collections.
- Proficient computer skills, including but not limited to Microsoft Office; familiarity with museum collections management systems such as Collective Access.
- Experience managing multiple concurrent projects while maintaining flexibility with shifting priorities and deadlines; ability to coordinate several tasks with many people simultaneously.
- Proactive, detail-oriented, flexible, and resourceful; a team player who embraces the collaborative benefits of museum work while also completing independent projects and assignments in a timely manner.
- Demonstrated initiative, resourcefulness and a creative approach to problem-solving.
- Ability to communicate effectively, both orally and in writing, and to follow oral and written instructions.
- Displays a high level of respect and support for colleagues, builds professional and respectful relationships across departments; committed to diversity, equity, inclusion and accessibility.
- Commitment to advancing the organization's mission.
- Valid driver's license; safe driving record.
- Occasional travel to the Museum's off-site storage facility in Rotterdam, NY

#### **HOW TO APPLY**

- Include position you are seeking in the email subject field.
- State the location where the job posting was seen.
- Send resume and cover letter to [911mmcollectionsjobs@911memorial.org](mailto:911mmcollectionsjobs@911memorial.org).

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office or warehouse environment comprised of collections storage furniture, cubicles, walled-offices, and group conference rooms. The noise level is typically low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.