

Preparator

September 2024

Catharine Clark Gallery is hiring a 4/5th* time Preparator (Tuesday - Friday; salaried with contribution to health care after 3 months). The ideal candidate will have a minimum of three years of experience working with installation, lighting, storage, organization, packing and shipping, and will be comfortable moving a wide range of art objects, including works that are heavy or awkward. The position requires driving a truck or van when needed. We are seeking a fun, kind, creative, self-directed, problem-solving team member, who is self-motivated, collaborative, interested in the arts and artists, and pays attention to detail. The gallery has its own tools, so they are not a requirement for employment in this position.

Key responsibilities:

- Maintenance of the storage areas and exhibition spaces in conjunction with gallery staff so that the gallery always looks professional. This included replacement of lights, lighting, maintenance of walls, floors, organizing storage and display areas, all in consultation and with assistance from the staff.
- Exhibition installation (every 8+ weeks or approximately 5 to 6 shows a year) and art fair packing and shipping (approximately 4- 6 times a year). Coordination of installation and preparatory schedule for the exhibitions and fairs in consultation with the Registrar.
- Packing of artwork for clients, auctions, artists, shipping, art fairs pick up, etc., and with assistance from other staff when needed.
- Interaction with artists to present the work on exhibition as they and the Founding Director envision it and in consultation with the Director.
- Ability to set up and troubleshoot digital displays, projectors, and interactive installations in concert with the artists and Director.
- Installation off-site, which might include collector's homes, art fairs, off-site exhibits, etc. in conjunction with staff. This may include securing a truck rental, hiring other Preparators, or other art-handling support in concert with the Registrar.
- Organization of and knowledge of where artwork is located and assistance in presenting it for public viewing.
- Maintenance of drawer storage, flat files, racks, etc. Overseeing the care and protection of work and art in racks (flat files, etc.).
- Maintain storage areas, ensuring artworks are properly stored and organized.
- Adherence to safety protocols for the physical engagement the position requires; and best practices for handling and installing artworks.
- Assist with art registration processes and manage Artlogic data entry to ensure accurate tracking and documentation of artworks for exhibitions and sales.
- A plus is if you have skills in building custom mounts, frames, and display cases and/or can modify or create exhibition furniture and supports as required.
- A plus if you have photography and video editing skills.

Qualifications & Skills

Team Player, positive, can-do attitude, able to work in a fast-paced, detail-oriented and dynamic environment with artists, collectors, and the gallery staff.

- Demonstrated knowledge of installation, packing, and art handling.
- Excellent communication with clients, artists, and coworkers.
- Ability to problem solve and solve onsite issues with the experience to know when to escalate problems to the Directors or other staff.
- Valid driver's license.
- Ability to push and pull 150 pounds on a dolly or cart, as well as 50 pounds without mechanical aid.
- Ability to carry 40 pounds of varying size and shape artwork and/or crates up to a distance of 90 feet.

Salary and benefits:

The salary is competitive and commensurate with experience. 3 weeks PTO.

Contribution toward health insurance after 3 months. IRA contributions (if business is profitable) after 3 years.

Application process:

Email contact only: cc@cclarkgallery.com; Subject Line: Preparator

Cover letter, resume, and contact information for references.

Please no phone calls.

4/5* time = Generally the required days for this position are from Tuesday – Friday, however, when it is an installation week (we plan our shows 6 – 18 months in advance), then the work week is Sunday through Thursday or Friday, depending on the demands of the exhibition. It is a requirement that the weeks of installation are completely unscheduled outside of what is needed for completing the exhibition installation. Any other weeks, the Preparator can take outside work, as long as it does not disrupt or conflict with the Tuesday through Friday required work week.