



Title: Chief Preparator

Date: February 26, 2017

Reports to: Executive Director and Chief Curator

General Summary: Chief Preparator

The Renaissance Society seeks a Chief Preparator. Playing a key role at the institution, the Chief Preparator assists in the planning of art exhibitions and advises the curatorial staff on installation methods and security issues. The Renaissance Society has a focus on commissioning new work, so the Chief Preparator will work closely with both artists and curators on all aspects of this process, from the production of new works to their presentation in the space. He/she recruits and supervises an installation crew and oversees the installation and de-installation of exhibitions. He/she obtains the necessary materials, supplies, and equipment for gallery preparation and art installation, as well as general maintenance.

We see our Chief Preparator as integral to the success of the exhibition program, which is fast-paced and ambitious. Our ideal candidate is a creative, curious, and organized individual with excellent team skills and initiative, and deep knowledge and experience with art handling, installation, production methodologies, and select construction techniques. Audio/visual expertise and knowledge of media equipment is highly desirable as well. Strong communication skills, problem-solving abilities, and understanding of artistic processes will be crucial to the candidate's success. *BA degree required; MA or MFA degree in the arts is preferred.*

This is a 50% position, with benefits.

To apply, please email a current CV/resume and letter of interest to Maria Lubliner, mlubliner@uchicago.edu. Priority will be given to applications received by April 1.

Specific Functions:

- Manages and participates in the installation and de-installation of 4 to 5 exhibitions per year, plus the Society's annual benefit art auction event
- Consults and coordinates with the Registrar on installation and art transport scheduling, packing and handling of artwork, and security issues
- Recruits, hires, schedules, trains, and supervises installation crew and contract workers
- Leads in the construction and painting of walls, designs and builds pedestals, shelving, display furniture, projection screens, and crating in a non-shop environment
- Oversees and participates in the set-up and installation of audio and video equipment, soundproofing, lighting, window films, wall text and labels
- Researches and obtains specialty items, materials, hardware, and equipment per artists' requests and assists in the construction of large scale artworks

- Locates and contracts with suppliers to procure installation materials, electronic equipment, rental equipment, tools, hardware, art handling and packing supplies, dumpsters, and janitorial services. Schedules and coordinate the delivery and receipt of such items without a loading dock or freight elevator
- Operates personal vehicle or rental truck as needed to procure and transport materials, supplies, and works of art
- Participates in the maintenance, cleaning, and repairs of the gallery, office, storage areas, and equipment
- Enforces health and safety measures related to exhibit installation/de-installation

Qualifications:

- Must have excellent team skills while also taking initiative and working independently
- Knowledge of art installation and security methods, construction techniques, audio and video projection systems
- Ability to safely handle delicate/intricate art objects
- Proficient at painting, carpentry, plastering, and basic computer operation
- Ability to operate power tools and machinery
- Must be willing to work long hours and on weekends when necessary
- Ability to adhere to set budgets efficiently

Physical Demands:

- Ability to do very physically demanding work, including lifting and carrying heavy objects and artworks, climbing stairs and ladders, working on hydraulic lift at up to 30' height, being on ones feet for multiple hours, repeatedly stooping and kneeling, and working around paint, solvents, dust, and loud noises.

Mental Demands:

- Ability to problem solve, prioritize, work calmly under pressure, meet short deadlines, be flexible in changing plans and adapting to unusual circumstances, resolve installation issues with artists, curators, and registrar in a timely and courteous manner, clearly communicate instructions to installation crew

The above statements are intended to describe the general nature and level of the work being performed by people holding this job. They are not an exhaustive list of all duties and responsibilities associated with it.