Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving the Tampa Bay area since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida’s west coast, spanning 5,000 years of civilization in approximately 20,000 objects from antiquity to present day. Highlights include masterpieces from Monet, Corot, Morisot, O’Keeffe, De Kooning, Rauschenberg, Whistler among others; a sculpture garden; a glass gallery featuring works by Tiffany, Steuben, and Chihuly; and one of the largest and most respected photography collections in the Southeastern United States.

In a growing city with multiple museums and a thriving cultural life, the MFA provides the broad context into which all the other local arts organizations fit. The MFA presents a wide variety of art experiences across the spectrum of time and culture – from blockbusters to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum’s growing collection. With 17,000 square feet in collections galleries and 7700 square feet for temporary exhibitions (including a more intimately scaled Works on Paper gallery) the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages its community through exciting public programs and events for youth to adult, including a multi-disciplinary partnership with the Pinellas County School System as part of the curriculum for kindergarten to grade 12 students.

**DESCRIPTION**

The Exhibitions Preparator is a temporary non-exempt position. The Exhibitions Preparator is a key member of the Curatorial Department who is primarily responsible for all packing, installation, and preparation of artworks in the collection or on loan to the Museum. He/she is also responsible for the lighting of galleries, the preparation of the galleries, and the design, production, and fabrication of display systems in both changing exhibitions and collection galleries. Helps to safely house and install the collection along with the Museum’s Registrar, Curatorial Preparator, and other members of the Curatorial Department.
PRINCIPAL RESPONSIBILITIES

- Exhibitions: Assists in all phases of exhibition installation (unloading, un-crating, unpacking, and installation); prepares galleries for installation (wall preparation and construction, prepping and painting); determines constructs, and modifies display furniture and mounts as needed; installs vinyl or other signage as needed.
- Design: Works with Curators as requested to develop ideas for exhibition design; and coordinates the production of approved plans, working with the Curators and the Curatorial Administrator. Works with 3-D rendering software for laying out exhibitions to scale as needed.
- Collection: Prepares objects from the collection, as well as loans, for display in the collection galleries, including the assigning or fabrication of display systems (such as building risers and walls) and matting and framing artworks.
- Lighting: Installs and maintains gallery lighting in both changing exhibitions and permanent collection galleries.
- Packing and Shipping: Crates and packs artwork for shipping, working in concert with the Registrar, and other members of the Curatorial Department.
- Storage: In coordination with the Registrar, assists in the safe handling and storage of all artworks in the collection or on loan to the Museum. Maintains and organizes Exhibition Storage area.

PHYSICAL REQUIREMENTS

- Able to stand and walk for extended periods of time (up to 6 hours) on a daily basis.
- Able to bend, crouch, stoop, reach, push and hang museum exhibits frequently.
- Able to lift and carry up to 50 lbs. on a daily basis.
- Able to grasp, finger, and lift art pieces frequently.
- Able to safely and successfully perform the essential job functions including OSHA rules for ladder safety consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

EDUCATION AND EXPERIENCE

Years of Experience 3-5 years

Education

Degree or Formal Training Art Museum Training

License, Certificate Or Registration
Additional Experience

- Has worked with a wide range of objects in many media;
- Has clear understanding of best practices in art museums, especially in the context of an AAM accredited institution;
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers;
- Excellent computer proficiency (MS Office – Word, Excel and Outlook; proficiency with Sketch up or similar software a plus);
- Able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service;
- Able to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

This job description indicates in general terms, the type and level of work performed, as well as the typical responsibilities of this position. Management reserves the rights to modify, change, add or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between Museum of Fine Arts and its employees.

To Apply:

Please submit your resume and a cover letter with salary requirements via email to:

hr@mfastpete.org or mail to the following address:

Human Resources
Museum of Fine Arts
255 Beach Drive N.E
St. Petersburg, FL 33701-3498