



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 130,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the largest comprehensive art collection in the state of Florida spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include newly renovated and reinstalled permanent collection galleries presenting masterpieces from Monet, Corot, Morisot, O’Keeffe, De Kooning, Rauschenberg, Whistler, Wiley and others; Galleries are dedicated to ancient art, African Art, Asian and Southeast Art, and art of the ancient Americas; a sculpture garden; 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 12,000 square feet in collections galleries and 7,700 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 the community through exciting public programs and events, and serves students through a variety of youth programs and multi-year partnership with the Pinellas County School District. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.

## **Preparator**

### **OVERVIEW**

The Preparator is a key member of the Curatorial Department. This position is responsible for the in-house fabrication, installation, and preparation of collection and loan objects at the Museum of Fine Arts, St Petersburg, Florida. They oversee mount design and work with the Lead Preparator on lighting of the galleries and the preparation of these spaces for installation and de-installation. The Preparator also works with the Museum's Registrar, Lead Preparator, Curator of Collections and Exhibitions, and other members of the Curatorial Department to ensure the safe handling, transportation, and installation of artwork at the MFA.

### **ESSENTIAL DUTIES AND TASKS**

- Installs and de-installs Collection and loan objects.
- Helps safely house Collection and loan objects with the Museum's Registrar, Lead Preparator, and other members of the Curatorial Department.
- Works with the Lead Preparator to assist with packing and unpacking Collection and loan objects, and preparing artworks for installation and de-installation.
- Works with MFA Curatorial staff to design exhibitions; is responsible for fabrication, matting, framing, and mount work needed for the safe display of Collection and loan objects. Such exhibitions include both traveling and in-house organized projects.
- Works with, and maintains relationships with, outside vendors that support the production of exhibitions at the Museum.
- Works with the Lead Preparator and Registrar on maintaining in-house supplies and equipment that support the production of exhibitions at the Museum.
- Other duties as required.

### **PHYSICAL REQUIREMENTS**

- Able to stand and walk for extended periods of time (up to 8 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 safely and successfully ascend or descent ladders and utilize lifts, or other necessary equipment for the installation of exhibitions.
- Able to safely and successfully work within a workshop setting to design, fabricate, and build exhibition furniture.
- Able to safely and successfully grasp, handle, and lift art pieces frequently.
- Able to safely and successfully perform the essential job functions 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 QUALIFICATIONS**

Years of Experience: 3 – 5 years

Education: Technical degree, Bachelor's degree, or higher degree preferred, but not required

Degree or Formal Training: Museum training; Art Museum training preferred

License, Certificate or Registration: valid Florida driver's license; lift certifications preferred; OSHA certified preferred, but not required

### **Additional Experience**

- Has worked with a wide range of objects in many media, including their safe preparation, handling, installation, and packing/shipping;
- Has demonstrated workshop and construction experience, including the use of fabrication equipment including table saws, band saws, routers, and sanders;
- Has clear understanding of best practices in art museums, especially in the context of an American Alliance of Museums accredited institution.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers;
- 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: [preparator@mfastpete.org](mailto:preparator@mfastpete.org) or mail to the following address:**

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