

## **Job Description**

<b>POSITION TITLE:</b>	<b>Art Handler - On Call</b>
<b>REPORTING TO:</b>	<b>Assistant Preparator</b>
<b>HOURS PER WEEK:</b>	<b>Varies</b>
<b>RATE:</b>	<b>\$17 - \$20/hr</b>
<b>LAST UPDATED:</b>	<b>January 2026</b>

## **POSITION SUMMARY**

Working intermittently on exhibitions, the Museum seeks to establish a core team of on-call Art Handlers that will be able to assist during rotating schedules of exhibition installations and deinstallations. Core responsibilities will be related to art handling, construction, and painting.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- *Art Handling:* Safely move, hang, and pack artwork using proper techniques (in compliance with MMoCA provided training and guidance).
- *Carpentry & Fabrication:* Build and repair pedestals, mounts, and temporary gallery walls. Use saws, drills, and hand tools to create display components.
- *Gallery Preparation:* Patch holes, sand, and paint walls to ensure the gallery is ready for new shows.
- *Installation:* Use levels, tape measures, and hardware to securely install art on walls or floors. Assist in installation and deinstallation of vinyl wall text and graphics. Make and install labels. Assist in AV installation.
- *Shop Maintenance:* Help keep the woodshop and tool storage areas clean, organized, and safe.
- *Safety:* Follow all safety rules while using power tools, ladders, and lifts.
- *Staff Development and DEAI Initiatives:* Participate in required training. Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.

## **QUALIFICATIONS (EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES)**

- A minimum of 1 year of experience directly related to the essential job functions (e.g., carpentry, construction, fine art handling, or exhibition prep).
- Strong work ethic and attention to detail. Ability to show up on time, maintain positive working relationships, and work well independently and within a team during fast-paced "install weeks."

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.*

- Confident and safe use of power tools (table saw, miter saw, drills, etc.) and hand tools. Ability to identify installation/construction hardware.
- Ability to lift at least 50 pounds, and up to 70, climb ladders, and stay on your feet for a full workday.
- Knowledge of best practices and methods used for painting, finish carpentry, cleaning chemicals, and mechanical (non-permanent and permanent) fasteners and adhesives.
- Ability to perform work utilizing safe practices and good judgement, consistent with Museum policies and procedures and OSHA standards.
- Able to follow verbal and written instructions.
- Possess driver's license and maintain a clean record.

## **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Requires ability to lift and carry objects/equipment weighing up to 70 pounds.
- Operates at heights, using ladders, hydraulic lift, and scaffolding.
- Bending, kneeling, standing, walking, and climbing.
- Ability to work in a shop environment, which includes exposure to dust/wood particles, paints, adhesives, loud noise, and low/high voltage electrical hazards.
- Ability to maintain clean working environments.

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