



MADISON MUSEUM OF CONTEMPORARY ART

Job Description

POSITION TITLE:	Preparator Assistant
REPORTING TO:	Assistant Preparator
FLSA CLASSIFICATION:	Non-Exempt
STARTING RATE:	\$20/hr
HOURS PER WEEK:	Full time
LAST UPDATED:	January 2026

POSITION SUMMARY

The Preparator Assistant is responsible for providing comprehensive technical support for MMoCA's exhibitions and collections materials. This role focuses on assisting with the physical and technical execution of exhibition installations, intermediate experience carpentry, and specialized art handling. Reporting to the Assistant Preparator, this position supports MMoCA's mission by ensuring safe movement and care of art while upholding industry standards, including those set by the American Alliance of Museums (AAM), the Association of Art Museum Directors (AAMD), and preventative conservation guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Art Handling & Installation Support

- *Collaborative Logistics:* Work under the direction of the Assistant Preparator, and with the Curators and Registrars, to ensure artwork is packed, shipped, and installed efficiently. Work with visiting artists and installation contractors.
- *Diverse Media Installation:* Support the installation and de-installation of various media, including 2D works, sculpture, digital/multimedia, and immersive environments. Troubleshooting during installs and maintenance.
- *Strong Carpentry:* Utilize advanced woodworking skills to fabricate and repair simple and complex exhibit components, pedestals, and gallery furniture.
- *Framing & Mounting:* Assist in the construction and/or assembly of museum-quality frames and mounts.
- *Gallery Preparation:* Assist with patching, sanding, and painting walls, and cleaning, as well as moving temporary gallery walls.
- *Care Standards:* Execute art handling and preventative conservation according to American Alliance of Museums (AAM) and museum industry standards.
- *Shipping & Storage:* Assist with the preparation of artwork for safe storage or professional shipment.
- *Exhibition Maintenance:* Assist with regular maintenance of exhibition spaces, including cleaning and monitoring environmental conditions to preserve artworks.

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.



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- *Lighting:* Support the installation and implementation of gallery and exhibition lighting systems.
- *Vinyl & Graphics:* Support the precise layout and application of exhibition titles and graphics, including surface preparation and specialized squeegee techniques for bubble-free installation.

Other Duties as Assigned

- *Staff Development and DEAI Initiatives:* Participate in required training. Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.
- *Teen Forum:* Participate in the mentorship of Teen Forum members.
- *Art Fair:* Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, traditionally held the second weekend in July.

QUALIFICATIONS (EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES)

- A minimum of 1 year of experience directly related to the essential job functions.
- 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 especially during fast-paced "install weeks." Work to professional standards with museum supporters, artists, and visitors.
- Confident and safe use of power tools (table saw, miter saw, drills, etc.) and hand tools. Ability to identify installation/construction hardware.
- Availability for occasional evenings and weekends for installations.
- Knowledge of best practices and methods used for painting, finish carpentry, cleaning chemicals, and mechanical (non-permanent and permanent) fasteners and adhesives.
- Knowledge of art handling procedures for two-and three-dimensional art objects in a variety of materials, sizes, and weights.
- Ability to lift at least 50 pounds, and up to 70, climb ladders, and stay on your feet for a full workday.
- Ability to work with temperature variations, dust, and shop conditions.
- 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.
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

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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.
- Work with frequent interruption.
- Travel occasionally for events, supply runs, art deliveries, etc.

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