

## Racine Art Museum Association, Inc. Job Description

**Position:** Exhibitions Preparator Intern

**Department:** Exhibitions

**Status:** Unpaid or through University for pay or credit

**Reports to:** Exhibitions Preparator Assistant

### General Summary of Position:

This position assists the Exhibition Department with preparing and installing exhibitions.

### Principal Job Functions-Assisting the Preparators:

1. **Assisting the Art Preparators with exhibition installation and collection management**
  - Helping with the installation, deinstallation, and storage of collection objects as needed
  - Assist staff with installation, storage and placement of works on exhibit
  - Research back-up information for museum education materials for temporary shows
  - Assist staff in the presentation and cleanliness of the exhibition space

### Required Knowledge and Skills:

- The ability to balance physical labor, attention to detail, and problem-solving.
- Good interpersonal and communication skills
- Ability to operate hand and power tools a must
- Knowledge of unpacking and packing work
- Ability to be precise, detail-oriented, and comfortable working with objects that are valuable, delicate, or fragile
- Ability to interact with the public as well as colleagues
- The ability to adhere to deadlines and time constraints.
- The ability to work with a team, ask questions, provide support, and be proactive.
- Flexibility in scheduling—some weekend and evening hours are required to staff museum events.
- Knowledge of databases and proficiency in Microsoft Office, preferred
- An art degree / experience working in a museum preferred

### Education and Experience:

Post high school studies and interest or experience in exhibition spaces, display venues, historical/art museums or galleries.

**Physical Requirements and working conditions:** This position generally works in both museums' galleries, on-and-off-site storage facilities. This is a physical position and requires the ability to lift 50 lbs. and above; and the ability to climb ladders.

Send Cover Letter, Resume, List of 3 Professional References with their contact information via email to: Michelle Ortwein, [mortwein@ramart.org](mailto:mortwein@ramart.org) or via mail to: Michelle Ortwein, Volunteer Coordinator, RAM, PO Box 187, Racine, WI 53403

For more information please contact Michelle Ortwein or view the RAM employment site:  
<http://www.ramart.org/employment-opportunities>

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