

**The San Jose Institute of Contemporary Art seeks a highly motivated, committed, experienced and detail-oriented Assistant Preparator to join our team.**

**This position is an *as needed* contracted position for deinstallation & installation dates. Below are dates for 2019. Applicants who cannot commit to working these dates need not apply.**

Compensation is \$18-\$20/hr.

Start Date: June 3<sup>rd</sup>, 2019. Availability: Mon – Fri (9:00am – 5:00pm) on needed dates.

June 3 – 7

June 9 – 14

June 17 – 21

September 16 – 20

September 23 – 27

September 30 – October 4

October 28 – November 1

November 4 – 8

November 11 - 15

**The ideal candidate has the following:**

- At least two years of art handling experience in a gallery or museum with excellent references
- Working knowledge of safe and proper art handling, packing & installation methods suitable to a wide range of media
- Capable of excelling in a detail oriented work environment
- Basic maintenance and building skills including carpentry, wall repair, painting, fixture fabrication and picture framing
- Professional demeanor, positive, upbeat attitude
- Ability to work with adhesive vinyl signage and object labels
- Must exhibit an ability to pay careful attention to detail at a high level
- Physically able to use and operate ladders and platform lifts, and safely lift and move objects of varied dimensions weighing up to 75lbs. with assistance
- Knowledge of and passion for fine art
- Ability to follow instructions and work independently

**Principal Responsibilities:**

- Install and de-install artworks for exhibitions
- Safely receive and handle crates, packaging and artworks
- Complete condition reports for artworks
- Unpack and repack artworks safely for exhibition, storage, shipping or off-site deliveries
- Placing artworks of various weights and dimensions in the gallery prior to hanging and installation
- Lighting exhibitions

APPLICANTS WITH NO PREVIOUS MUSEUM OR GALLERY EXPERIENCE WILL NOT BE CONSIDERED.

**If you feel as though you are a good fit for this position please e-mail us with your resume, references and cover letter to [Mike@sjica.org](mailto:Mike@sjica.org) by April 19<sup>th</sup>, 2019. No calls please.**