

The Galleries at Moore College of Art and Design Job Posting

Status: Non-Exempt, Part Time / Seasonal

Position: Primary Installer

Reports To: Gallery Director & Chief Installer

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Purpose: Exhibitions turnover and facilities management in seven onsite gallery spaces and one offsite exhibition space

Requirements:

BFA or BA in related field required, two years of experience at a comparable institution preferred.

Driver's license required.

Responsibilities and Duties:

Reporting to the Chief Installer and Gallery Director, position responsibilities include, but are not limited to: safely packing and unpacking artworks; transporting objects of value, as both driver and support passenger; installing artworks using museum professional standards; building exhibition furniture, including pedestals and shelves; wall prep and construction; organizing and maintaining supply closets; painting and gallery preparation and maintenance; mounting wall labels, text panels and signage; lighting exhibitions; and other duties as assigned. Offsite packing/installing as needed.

Qualified candidates must possess a professional demeanor and are expected to provide a high-quality customer service experience to students, faculty, artists, guest curators, lenders, visitors, and all other gallery stakeholders. Must have demonstrated experience in the handling and installation of artwork, including new media works, at a professional gallery or museum; strong time management and organizational skills, with the ability to meet deadlines efficiently; and the ability to work methodically and effectively with others, accept and carry out instructions, and follow directions. Collaborative skills and interest in teamwork is critical in this position.

Physical Demands/Working Conditions:

As described above

The above statements are intended to describe the general nature and level of work being performed. These are not to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel as so classified.

To Apply:

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: glavin@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <https://moore.edu/non-discrimination-policy/>