

Position: Chief Installer (part time position)
Status: Non-Exempt
Rate: Hourly wage ranges from \$19-25 per hour,
commensurate with experience

Reports To: Rochelle F. Levy Director

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

Requirements:

BFA or BA in related field required and a minimum of two years' experience at a comparable institution
preferred

Responsibilities and Duties:

Candidate must be capable of overseeing other part-time crew (1-3 people) during installations and
should have experience working in a museum and/or gallery setting. Similarly, customer service is top
priority, candidate must be able to communicate clearly with colleagues, lenders, artists, students,
faculty, etc. Responsibilities include, but are not limited to: packing and unpacking artworks; preparation
of artworks for exhibitions and transport using museum professional standards; transporting objects of
value (as insured driver); working closely with Director & curator/s to prepare physical and conceptual
exhibition designs; building walls and general wall prep/maintenance; advanced carpentry skills to
facilitate object mounts, pedestal and shelf fabrication; storage management; vinyl application; and all
other duties related to exhibition realization.

Position requires periods of 2-3 week, full-time (M-F, 9am-5pm) commitment in January, March, April,
June, August, September, October and December on an annual basis. Additional help is necessary to
fill in smaller exhibition turnovers for miscellaneous projects on days not mentioned above throughout
the year. Calendar with dates and expected scope of work for upcoming year is made available every
October of current year so candidate can plan accordingly around their other responsibilities.

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

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