Position Title: Temporary Preparators
Department: Curatorial
Reports to: Exhibition Production Manager
Position Classification: Temporary, hourly, non-exempt staff

About the Queens Museum
The Queens Museum is dedicated to presenting contemporary art and historical exhibitions and programs that relate directly to urban life and local and international culture. Established in 1972, the Museum is housed in a building that was originally erected as the New York City Pavilion for the 1939-40 New York World’s Fair. It then served as the original home of the United Nations General Assembly (1946-1950), an ice and roller rink, and a pavilion once again in the 1964-65 New York World’s Fair. The Museum houses over 10,000 objects and materials from the two New York World’s Fairs including the Panorama of the City of New York, a 9,000 sq. ft. miniature scale model of the City commissioned for the 1964 Fair and last updated in 1992.

Position Overview:
The Queens Museum is looking for freelance preparators to work for its upcoming exhibition installations.

Responsibilities:
The preparators will work on the installation and preparation of museum exhibitions including:

- Install of all types of artwork; assist with art packing/unpacking
- Prepare gallery spaces, climb ladders, paint; assist with lighting and graphics
- Assist in the construction of walls, display elements and crates.
- Depending on experience the position may include working with woodshop equipment, hand-held, and stationary power tools. Qualifications: They must have the manual dexterity required to operate tools and equipment associated with electrical, woodworking, general/minor construction and the ability to carry out physical maneuvers associated with maintenance, repair, replacement and general upkeep of equipment and properties which includes lifting, carrying, pushing, pulling up to 25-50 lbs.

Requirements:
● The ideal candidate will have at least one to two years experience working in galleries or museums with detailed knowledge installation techniques.
● Only candidates with experience handling and installing fine art will be considered.

To Apply: Please send your cover letter and resume to: HR@queensmuseum.org and Brian Balderston at bbalderston@queensmuseum.org with ‘Preparator,’ in the subject line.

Please note that resumes will be accepted for this position on an ongoing basis. Candidates will be contacted as positions become available.