

## **EXHIBIT PREPARATOR (2444) TASK LIST (2016)**

### **Exhibition**

1. Assigns, directs, and observes preparators and/or others installing and removing exhibits, using methods such as developing exhibition mock-ups, completing appropriate paperwork such as condition reports, and hiring, scheduling, instructing, directing, observing and communicating effectively to ensure installation is completed in a safe and timely manner.
2. Assigns, directs, and observes staff while constructing displays, hanging 2D/3D artwork, wall labels, and text panels, while placing objects in display cases, during video and film projection (e.g. audio and video troubleshooting), installing site-specific artwork, adjusting gallery lighting, and/or other new genre installations in coordination with curator(s) and/or others to ensure exhibition continuity and that all safety and exhibition requirements are met.
3. Produces scale drawings and models of exhibitions using computer programs, such as SketchUp and computer-aided design (CAD) software for curator(s) and other staff to review and/or provide input.
4. Designs and creates exhibition graphic identity, labels, didactics, and exhibition wayfinding, using current computer programs such as Adobe Illustrator, to ensure a cohesive exhibition experience.
5. Assigns, directs, and instructs staff and at times determines the compatibility and connectivity of all audio, video, and new genre artwork, using equipment such as monitors, projectors, external drives, speakers, subwoofers, and/or any additional media-based technology in order to install artwork in a timely and efficient manner.

### **Construction**

6. Assigns, directs and inspects staff and at times fabricates and repairs shipment crates, pedestals, mounts, cleats, boxes, and other sculptural elements in woodshop using materials such as wood and Plexi as needed during installation to preserve the safety of the artwork and fulfill exhibition needs.
7. Assigns, directs, and inspects exhibit and temporary wall fabrication including finishing of joints, seams, and surfaces in order to ensure compliance with City's risk management policies.
8. Conserves damaged artwork with the assistance of curators and other staff by discussing and adhering to procedures such as filing out a Department of Cultural Affairs (DCA) incident report electronically and documenting the detail of

damage as requested by City risk management to ensure the process is handled in accordance with the appropriate procedures, policies, and practices.

## **Preparation**

9. Oversees staff while painting walls, pedestals, and all sculptural elements (using tools such as rollers, extension poles, and/or sprays) during installation by coordinating, instructing, inspecting, and observing in order to ensure that best safety practices are followed, such as wearing personal protective equipment (e.g. gloves and face mask)
10. Oversees gallery and exhibit maintenance in coordination with curator(s) and/or other personnel, by coordinating and instructing staff to monitor the condition of artwork, sweep the gallery floor, use appropriate pest management procedures such as moving artwork to cold storage, and/or making adjustments to artwork as needed in order to ensure artwork is adequately protected throughout the duration of the exhibition and that the facility maintains best practices in handling of artwork as mentioned by the American Alliance for Museums (AAM).
11. Inspects (visually) equipment, tools, exhibit, facilities and other areas such as the gallery, woodshop, collection storage, and/or other rooms to determine working condition, cleanliness, accessibility, and damage and oversees and/or conducts routine maintenance by dusting and cleaning the artwork, changing the lights, and touching-up the paint in order to ensure tools are in the best working condition for installations, that best practices are used in maintaining the gallery space, and that there is compliance with safety manuals and regulations.
12. Reviews gallery or exhibit facility reports utilized by the Department of Cultural Affairs (DCA) or the American Alliance for Museums (AAM) and disseminates and informs staff, and applies the information to ensure conformance to standardized methods and procedures, as set by these and other organizations in order to maintain compliance with best practices.
13. Fills out necessary electronic request forms such as building repair and service requests, and requests for reuse/salvage disposal, to dispose of materials such as Plexi, wood, and lights, and to remain compliant with City policies and procedures.
14. Oversees, coordinates, assigns, and/or delegates staff to facilitate the pickup and delivery of artwork by contracted art handlers and/or fine art shipping companies, in addition to other contractors, using methods such as scheduling deliveries, completing paperwork pertaining to the condition of the artwork, and following best practice methods in the handling of art objects as cited by the Alliance for American Museums (AAM) in order to ensure artwork is delivered in the same condition as it arrived and is in compliance with City of Los Angeles risk management policies.

## **Supervision**

15. Assigns work to subordinates taking into consideration the scope of the project and the availability of staff and evaluates their work by conducting observations in order to determine if the project was completed and if it was done accurately and as instructed, and if site-specific procedures and policies, instructions, and best practices were adhered to ensure exhibitions are installed in a safe and timely manner.
16. Examines inventory of all tools and equipment in the gallery before making a recommendation to the Art Center Director to make a purchase using programs such as Microsoft Excel to ensure that there is sufficient inventory to sustain operations, that equipment is up-to-date and to prevent loss of equipment.
17. Complies with the Division of Occupational Safety and Health (Cal/OSHA) by training personnel (informal and formal meetings and trainings, providing handbooks), updating staff safety records and updating the illness and injury preparation program (IIPP) on a quarterly basis.
18. Writes, implements, and updates electronic and hard copy handbooks (when new information is pertinent) pertaining to installation, safety, and handling of artwork (e.g. using power equipment, fork- and scissor-lifts, and ladders) either by themselves or with the help of outside parties, using past and current experience, input from other parties such as local museums, and previous or newly cited procedures, policies, and best practices by General Services and Cultural Affairs in order to provide a source for preparators and other staff to refer to while completing assignments and conducting formal training of procedures within a group, and to inform and ensure that the proper procedures and practices are adhered to and for the safety of staff and the artwork.
19. Develops and manages installation budgets for Art Center Director approval, taking into consideration factors such as installation supplies, shipping/transportation, and staff using programs such as Microsoft Excel in order to stay within the allocated budget.

## **Communication**

20. Communicates with subordinates and colleagues, such as preparatorial staff and Gallery Attendants through memos, text, email, or in person regarding installation needs to ensure that an exhibition or event is installed or produced in a timely manner.

## **Other Related Job Functions**

21. Transports artwork, equipment, and other objects to places of residence, commercial venues (e.g. galleries and museums), and/or other sites using a City

van to ensure that artwork reaches the location a timely manner and is handled properly.