

## **Preparator**

### **MoSH**

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

**Reports to:** Director of Exhibits and Collections

### **Responsibilities:**

The Preparator at MoSH will plan, design, and construct permanent and temporary museum exhibits and displays. In collaboration with the Exhibits and Collections staff, the preparator will develop exhibit floor plans for installing and de-installing permanent and temporary exhibits. The preparator will work closely with curators, registrars, conservator, and other museum staff to produce high-quality exhibitions. The successful candidate will have a proven ability to work as part of a team, establishing and maintaining effective working relationships with fellow employees and vendors. The successful candidate will possess a high level of professionalism, be able to work collaboratively, and have a positive demeanor. We look at each candidate in terms of combined skills; different combinations of skills can serve to qualify for the position.

### **Qualities:**

- Draft CAD layouts of proposed exhibits and drawings/models of components, including cases, platforms, scale models, and artifact/specimen mounts. Prepare final drawings and diagram
- Construct and install exhibits
- Devise and produce mechanical and electrical components for exhibits

- Maintain and manage the workshop, offsite warehouse, tools, supply inventory and ensure regulatory standards are met.
- Fabricate exhibit components from wood, metal, glass, and plastics using a variety of power tools and machines
- Coordinate and manage outside vendors
- Licensed to drive a forklift (or willing to acquire licensure) and ability to operate a manual pallet jack and scissor lift
- Capable of operating heavy machinery and managing the installation of large and/or heavy objects
- Partner with the Collections Manager/Registrar to coordinate shipping and receiving of artifacts and exhibits, utilizing safe artifact handling, storage, packing, and transport techniques.
- Contribute to design planning and creation of exhibits, including mat-cutting and framing, text/graphics, signage, labels, wall/structure construction and painting, lighting, cases, and/or display fixtures and mounts
- Supervise temporary art handling contractors, as required
- Maintain inventory control of exhibit elements and traveling exhibition furniture and shipping cases
- Recommend approved products, devices, strategies for optimum exhibit and building aesthetics
- Serve as a contributing member of the Exhibits & Collections department staff for conceptualization, planning and evaluation of exhibits
- Perform miscellaneous job-related duties as assigned
- Occasionally may work with facilities staff to provide support for other maintenance as needed
- Assist building maintenance staff on exhibit related repairs and maintenance, as needed

**Range of Experience:**

- Bachelor's degree and three to five years of progressively responsible experience directly related to the essential job functions.
- Knowledge and relationship with appropriate suppliers, sources for qualified labor assistance, standard tools, practices and methods used for painting, finish carpentry, use and application of fabrics, plastics, mechanical fasteners, and adhesives
- Knowledge of the design and construction of museum exhibitions
- Experience designing crates to transport artifacts, handling sensitive work, and knowledge of museum standards
- Ability to perform work utilizing safe work practices, consistent with Museum policies and procedures and OSHA standards
- Ability to climb ladders, handle power tools, exercise good judgment, be decisive
- Excellent construction skills & project management skills

- Knowledge of art handling procedures for two-and three-dimensional art objects in a variety of materials, sizes, and weights, including the rigging and movement of art; mount-making principles, and lighting concepts.
- Ability to work in a team environment, provide tangible solutions, explain, and carry out methods and procedures
- Demonstrate commitment and flexibility in order to achieve high-quality service
- Excellent organization skills, detail-oriented, trustworthy, reliable

### **SPECIAL REQUIREMENTS**

May require work on weekends, nights, and holidays for museum wide events or time-sensitive projects.

### **TYPICAL WORKING CONDITIONS:**

- Requires ability to lift and carry furniture, fixtures, exhibits, boxes, etc. weighing up to 60 Lbs
- Operates at heights, using ladders or hydraulic lift
- Bending, stooping, kneeling, standing, and walking
- Operates in a standard shop environment which includes exposure to nuisance dust levels, paints and adhesives and mechanical/low voltage electrical hazards associated with essential duties

### **Compensation**

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation, sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance.

### **To Apply**

Submit one document with a cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Alex Eilers

Administrator of Programs

MoSH

[alex.eilers@memphistn.gov](mailto:alex.eilers@memphistn.gov)

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture, and science, MoSH strives to create a diverse workforce to support our collections, exhibits, and programming. MoSH is an Equal Opportunity Employer.

Writing samples, a short presentation, and references will be required from finalists. Academic, credit and criminal background checks will be conducted before making a final offer.

More information about MoSH can be found on our website at [www.moshmemphis.com](http://www.moshmemphis.com).

