



## POSITION AVAILABLE: Chief Preparator/Exhibition Designer

**The Tampa Museum of Art invites applications for an experienced Chief Preparator/Exhibition Designer. This is a full-time permanent position, available immediately. Successful applicants will have supervisory and museum experience, as outlined below.**

### ROLE and RESPONSIBILITIES

The Chief Preparator/Exhibition Designer will report directly to the Chief Curator. S/he will be a vital member of the small but dynamic curatorial team, working closely with the Chief Curator as well as the Curator of Modern and Contemporary Art, the Richard E. Perry Curator of Greek and Roman Art, the Exhibitions and Collections Manager, and the Curatorial Department Assistant. The Chief Preparator/Exhibition Designer will also supervise two Preparators/MOAs (Museum Operations Assistants) in exhibition- and collection-related work.

This role requires significant art handling and museum preparator experience, as well as precise attention to detail, strong communication and analytical skills, and the ability to manage multiple projects simultaneously. The ideal candidate will work well both independently and as a collaborative and diplomatic team member.

Primary responsibilities will relate to both the permanent collection and traveling exhibitions, including (but not limited to) the following:

- Work with other members of curatorial staff to design exhibitions.
- Work with other members of curatorial staff, including MOAs/Preparators under direct supervision, to safely install and deinstall artworks and other exhibition components.
- Working from Microsoft Word documents, lay out, print, and install gallery texts.
- Prepare artworks for display (including matting, framing, mounting, etc.).
- Install and set up gallery lighting.
- Check and maintain condition and lighting of artwork on display.
- As needed, design and fabricate exhibition furniture, casework, and mounts.
- In collaboration with Exhibitions and Collections Manager, and while supervising MOAs/Preparators, coordinate and oversee packing, shipping, receiving, and storage of artwork.
- Plan and coordinate with non-curatorial staff (administration, education, and development) to ensure that all requirements (aesthetic, interpretive, accessibility, conservation, credit, security, etc.) are met.
- Design and produce exhibition graphics to maintain consistency with Museum marketing materials.
- Maintain and purchase hardware, tools, and other materials for framing, gallery lighting, and workshop.
- Local transport of art objects and related materials (using Museum truck).

### REQUIREMENTS

- Three or more years' experience working in a museum handling and installing artwork, designing exhibitions, and building exhibition furniture.

- Supervisory experience in a museum or other professional setting.
- BFA or BA in art history, museum studies, or other related field, with some knowledge of classical, modern, and contemporary art.
- Proficiency in MS Office, Adobe Creative Suite, and SketchUp (or similar software).
- Flexibility to travel and/or work extended hours as needed.
- Ability to stand and/or work on feet for long periods, lift and carry artworks and other materials weighing up to 100 lbs.
- Familiarity with shop and framing tools, photography, lighting, computer desktop publishing hardware and software; building construction and maintenance, mechanical maintenance and repair work.
- Familiarity with museum industry standards and best practices as outlined by the American Alliance of Museums (AAM) and the Association of Art Museum Directors (AAMD).
- Possession of a valid Florida driver's license.

## CONTACT

Qualified applicants should send CV/resume and cover letter including reasons for interest in the position and summary of relevant experience to [suzanne.williamson@tampamuseum.org](mailto:suzanne.williamson@tampamuseum.org). Indicate the job title "Preparator" in the subject line. Only those applicants who meet our requirements for this position will be contacted. Salary commensurate with qualifications and experience.

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## ABOUT THE TAMPA MUSEUM OF ART

The Tampa Museum of Art opened its award-winning new home in 2010 with a commitment to providing innovative public programs with a strong focus on classical, modern, and contemporary art. The Museum balances a growing collection, including one of the largest Greek and Roman antiquities collections in the southeastern United States, with a dynamic annual schedule of special exhibitions. The region's largest institution devoted to the art of our time, the Museum has fostered a reputation for presenting contemporary photography and new media; most notably, Leo Villareal's *Sky (Tampa)*, a 14,000-square-foot LED installation on its south façade, has become an iconic landmark for Tampa. Since its founding in 1979, the Museum has been dedicated to providing quality education to students and adults, with more than half of its programs offered free of charge. The Museum is home to Riverwalk Café at TMA, operated by SaltBlock Hospitality. The cafe overlooks the Hillsborough River, and has emerged as Tampa's premier venue for special events.

## COLLECTION OVERVIEW

The Tampa Museum of Art's permanent collection is at the heart of its mission to "gather, study, discuss, and present the finest visual arts for a curious public." The collection (totaling more than 7000 artworks) falls into three general categories:

- Classical Antiquities (approximately 660 works);
- Prints and Photographs related to classical antiquity (approximately 1,300, mostly 19th and early 20th-century views of archaeological sites and classical antiquities in museums);
- Modern and Contemporary Art (more than 5,000 artworks), including
  - The C. Paul Jennewein Archive (approximately 2,600 artworks);
  - nearly 1000 20th-century photographs;
  - nearly 1000 works on paper (prints, watercolors, and drawings);
  - some 350 paintings, mostly produced after 1950;
  - some 350 works of decorative arts and sculpture; and
  - seven (7) "new media" artworks.