



University Information

Org/College: Office of the Provost

Department: Stanley Museum of Art

UI Job Code: PEA1

Pay Level: 2A

Job Function: Arts, Culture, & Entertainment

Job Family: Collections Management

University Classification: Collections/Exhibitions Associate

Department Information

Org/Dept/Sub-dept #: 02-0150

Position #: 00106596

Working Title (if applicable): Assistant Preparator

This Position Reports to (Title/Position #): Sarah Luko

Position Has Administrative Supervision? No Yes

Position Information

Position Overview: The assistant preparator will work Collections/Exhibitions Team with preparation and installation of exhibitions and collections care. Assistant preparator will make display mounts and exhibition casework for art objects. Assistant preparator will pack and mount art objects for safe transportation and unpacking. Assistant preparator will assist with housing and storage needs of the collection. Construction and/or carpentry skills are needed.

Salary: \$21,000-\$25,000

Campus Location: Stanley Museum of Art

Work Modality: On Site

Percent Time: 50%

What You Do: (Key Areas of Responsibility)

Education and

Exhibition/Outreach (PEA1):

Develop exhibitions. May present to various constituencies.

- Works with the Exhibition Team to install and de-install art exhibitions.
- Paints exhibition galleries.
- Exhibition related carpentry
- Performs lighting for exhibition artwork.
- Works with Registrars to manage works on paper storage and main storage.
- Travel with artworks from storage areas to ensure object safety and proper handling.

Loans and Acquisitions (PEA1):

Assist as directed with loan and acquisition process by managing documents, maintaining data or logistical support.

- Works with the Exhibition Team to pack and move artwork for exhibitions
- Works with the Registrars to pick up and pack artwork from donors

Inventory, Catalog, and Data

Base Management (PEA1): Input database information. Review and process material. Prepare digital

- Assist with photography of art objects.
- Format/edit photographs for entry into database.

<p>entry uploads. Track photo records.</p>	
<p>Maintain and Preserve Collection/Exhibit (PEA1): Assist with inventory or maintenance of collections. Assist with environmental survey and management of collection and storage areas as directed.</p>	<ul style="list-style-type: none"> • Writes condition reports of art/exhibits as needed. • Preparation of artwork for exhibitions and collections. • Help maintain clean and safe workshops and work areas. • Perform miscellaneous job-related duties as assigned.
<p>Universal Competencies</p>	
<p>Collaboration/Positive Impact: Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.</p>	<p>Proficiency Level: BASIC</p> <ul style="list-style-type: none"> • Grasps the inevitability and challenges of change and adapts; accordingly, utilizes learning opportunities to prepare for changing work, methods and work environment. • Demonstrates civil and respectful behaviors valued within the organization. • Provides and accepts ideas and suggestions in a constructive and helpful manner. • Exhibits good teamwork is approachable, cooperative, and contributes to an overall positive and productive work/team environment.
<p>Service Excellence/Customer Focus: Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</p>	<p>Proficiency Level: BASIC</p> <ul style="list-style-type: none"> • Consistently provides excellent service. • Manages customer expectations and takes responsibility to enhance service excellence. • Communicates understandably; uses appropriate words, grammar and mannerisms in all mediums. • Seeks feedback on communication style and effectiveness.
<p>Welcoming and Respectful Environment: Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.</p>	<p>Proficiency Level: BASIC</p> <ul style="list-style-type: none"> • Understands the University's commitment to creating a workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and how that commitment relates to one's role at the university. • Demonstrates civil and respectful behaviors in support of the Policy on Ethics and Responsibilities for UI Staff and the UI Human Rights policy that prohibits "differences in treatment of persons because of race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences." • Knows where to find organizational policies, procedures, and resources related to respectful behavior and free expression.

Staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#)

How You Do Your Job: (learn about competencies and proficiency levels [here](#))

<p>Collections Content and Inventory Management: <i>Knowledge of processes and procedures for maintaining and preserving relevant and up-to-date collections for the intended educational, research and/or donor, etc., services.</i></p>	<p>Proficiency Level: BASIC</p> <ul style="list-style-type: none"> • Lists major categories and types of resources maintained. • Cites examples of patrons or clients and their needs. • Collects objects and information on their provenance. • Identifies process and tools for evaluating and selecting new objects.
<p>Educational/Instructional Program Management: <i>Knowledge of and ability to manage educational/instructional programs, including research projects, extra-curricular activities, and/or academic planning.</i></p>	<p>Proficiency Level: BASIC</p> <ul style="list-style-type: none"> • Identifies principles and systems for educational/instructional program management. • Describes factors for consideration in educational/instructional program management. • Lists key issues, concerns and operational risks of educational/instructional program management. • Highlights the processes and main activities associated with educational/instructional program management.
<p>Performance Management: <i>Ability to apply organization's performance management system, practices, and tools to developing and improving individual, team, and organizational performance.</i></p>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Makes sure performance goals, checkpoints, and feedback focus on behaviors. • Uses formal and informal rewards and recognition programs for employees. • Identifies opportunities to enhance performance, e.g., practice assignments, training, shadowing. • Provides documented input to formal performance review conducted by manager. • Observes individual performance and provides fair and objective feedback.
<p>Planning: Tactical, Strategic: <i>Ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.</i></p>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Contributes to short-term operational plans. • Monitors progress of work against plan as required to meet objectives. • Reports variances and makes agreed-upon corrections. • Under guidance, develops tactical plan for own direct responsibility. • Anticipates and adapts to plan changes.
<p>Relationship Management: <i>Ability to establish and build healthy working relationships and partnerships with colleagues within and external to own unit, those to whom services are provided, vendors, the public, regulatory/governmental agencies, etc., all of whom may be seen as "customers" or receivers of services provided by the University.</i></p>	<p>Proficiency Level: WORKING</p> <ul style="list-style-type: none"> • Describes the roles and responsibilities in a collaborative working relationship. • Monitors satisfaction levels on a regular basis. • Alerts own team to problems in satisfaction. • Ensures prompt and effective response to requests and interactions from "customers". • Works with "customers" to address critical issues and resolve major problems.

Position Qualifications: (for recruiting purposes only, fill when replacing position)

Education (or equivalency) Required	<ul style="list-style-type: none"> • A Bachelor's degree in Studio Art or related field or equivalent combination of related experience and education.
Experience Required	<ul style="list-style-type: none"> • Some experience (typically 6 months to 1 year) working in a museum or archive and with art preparation. • Some experience (typically 6 months to 1 year) working in exhibition installation.
Competencies Required	<p>Demonstrates a WORKING proficiency level in:</p> <ul style="list-style-type: none"> • Image editing software such as Photoshop • Communicating for effective relationships including application of techniques and skills that develop the ability to work with a variety of individuals and groups in a constructive and collaborative manner • Accuracy and attention to detail • Ability to meet UI Fleet Safety Program driving requirements. • Basic skill in art handling, photography, exhibition preparation. • Basic knowledge of art storage and display methods, techniques, and procedures.
Special Qualifications Required	<ul style="list-style-type: none"> • Occasional night and weekend responsibilities • Must be eligible to drive at the University of Iowa
Desirable Qualifications	<ul style="list-style-type: none"> • A Master's degree in Studio Art, or related • At least one year working in a museum archive and with art preparation and installation • Working or extensive knowledge or skill in art handling, exhibition preparation, and/or art storage and display. • Some direct knowledge of or experience with EmbARK database. • Some competency with welding or brazing