6/12/2018

Preparator II, UAS 1550
Luckman

Salary Range: $20.00 - $134.00/hourly

Work Schedule: This is an on-call position; hours to be determined; Non-exempt position. This position is not eligible for benefits.

Essential Functions: Under the supervision of the Technical Directo, the incumbent will assist with installations, de-installations and general physical operations of the Luckman Gallery. Duties include: packing and shipping, receiving and unpacking, performing and assisting with conditions reports, hanging and placement of artwork; performing carpentry work such as crating or making pedestals; spackling and planning; handling permanent collection; lighting exhibitions; and pickup and delivery of art work.

Duties:

50% - The unpacking, handing, installing, crating and wrapping of artwork. Using safe handling techniques assuring the safe receipt, installation and shipping of artwork.

20% - Maintain and augment the Gallery exhibition areas by doing carpentry, spackling and painting as well as assisting in the design and planning of gallery exhibitions.

20% - Assess and note condition upon receipt and prior to return of artwork. Must be familiar with various mediums of artwork and have ability to handle artwork for placement for the exhibition

10% - Other duties assigned.

Requirements: The incumbent must have a Bachelor’s degree from an accredited college or university. The incumbent must have two years of experience in handling and installing artwork at a professional museum, gallery or archive. The incumbent must have a professional demeanor, the ability to handle the physical requirements of the work and be good at following directions. The incumbent must be able to work methodically, and effectively with others as well as the occasional receiving and carrying artwork; to use machines, tools, and equipment to complete projects. Examples of include but are not limited to: electrical drill, scissor lift, table saw, ladder, hand tools. May need to replace lighting fixtures. Use of personal vehicle may be required.

Desired Qualifications: Master of Fine Arts degree or Master of Arts degree.

The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.
Review of applications/resumes will begin June 19, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf