

Exhibition Installer

City of Tempe / Tempe Center for the Arts

Opening Date: Aug. 10

Closing Date: Aug. 28

Hourly Wage: \$14.50-\$18.50 (varies based on experience)

Work Schedule: Weekly schedule with additional hours based on exhibitions & events.

This is a Temporary Non-Benefitted position.

Tempe seeks a highly motivated, creative and organized individual for a fast-paced and highly visible program that produces nearly 15 exhibitions every year. Tasks take place at the Gallery at Tempe Center for the Arts and Tempe Community Galleries.

Experience & Training: A minimum of three years professional experience as a museum installer/preparator. Strong background in art handling, exhibition installation, customer service and carpentry is highly preferred.

Licenses/Certifications: Valid Arizona driver's license.

Essential Job Functions: Installer duties include the preparation of exhibitions: artist correspondence and scheduling; loan agreement processing and condition reports; collection documentation and data entry; fine art and artifact handling (preparation, transportation, unpacking and packing); sign production (design, printing, mounting and installation); gallery layout (design and lighting); display furniture building and maintenance (pedestals, vitrines and walls); 2D, 3D and video-based display installation; gallery environment monitoring (humidity, lighting and temperature); ADA compliance research and implementation; and MSDS report documentation and research. Installer will assist with the day-to-day maintenance and safety of gallery spaces and workshop including cleaning, organizing and updating equipment and supply inventory lists. Installer will also assist with implementing workshop safety procedures. This position also assists with coordination of other part-time assistants and volunteers as needed. Visibility of position in the community requires installer to provide high level of customer service and communication with other city staff, artists, local organizations and members of the community on a regular basis.

Additional Skills Preferred: PC/Microsoft Windows, Word, Adobe Suite, Outlook, Access and Excel. Large-format sign production. Trades work experience including fabrication, welding, metal-working, masonry, electrical and painting are also preferred. Must be able to lift heavy objects up to 70 lbs. and work at heights up to 30 ft. Climbing and strenuous physical activities are common in performing the duties of this position.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. No faxed or emailed applications will be accepted.

SUBMIT APPLICATION TO:

Gallery at Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, Arizona 85281

For questions, please contact:

Michelle Dock, Gallery Coordinator, 480-350-2867 or michelle_dock@tempe.gov
An equal opportunity/reasonable accommodation employer.