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<b>Title of Position *</b>	Assistant Preparator
<b>Institution *</b>	National Cowboy & Western Heritage Museum
<b>Position Location: City &amp; State *</b>	Oklahoma City, OK
<b>Position Closing Date</b>	Wednesday, May 24, 2017

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### **About the Institution**

The National Cowboy & Western Heritage Museum is a 501(c) (3) non-profit organization accredited by the American Alliance of Museums (AAM). Home to one of the nation's foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on over 30 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City, the state's capital and largest city. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, the Donald C. & Elizabeth M. Dickinson Research Library and Archive, and the Sam Noble Special Event Center, in addition to outdoor sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen over 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma's and the region's primary tourist destinations. Entering its next half-century, the Museum now embarks upon an ambitious multi-year plan to establish itself as the preeminent cultural and educational institution dedicated to the American West and its place within the broader national identity and culture. The National Cowboy & Western Heritage Museum is located only six miles northeast of downtown Oklahoma City in the Adventure District at the junction of Interstates 44 and 35, the state's exciting Adventure Road corridor. The Museum offers annual memberships beginning at just \$40. For more information, visit [www.nationalcowboymuseum.org](http://www.nationalcowboymuseum.org).

### MISSION STATEMENT

The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.

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### **Institution Website Address**

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### **Summary of Responsibilities**

Under general supervision, performs a wide variety of semi-skilled and skilled duties in the preparation, installation and care of museum exhibits and collection items

### SPECIFIC RESPONSIBILITIES

- Installs and de-installs permanent and temporary exhibitions, and any associated components
- Lights and maintains lighting for both permanent and temporary exhibits.
- Designs and fabricates custom mounts and exhibition furniture.
- Prepares and installs labels and didactic materials.
- Installs and maintains a variety of audio-visual equipment and related electronics.
- Assists with receiving exhibition shipments and with the unpacking and repacking of same.
- Packs and transports art objects to and from lenders and donors.
- Assists with matting and framing works of art.
- Assists with preventive maintenance, cleaning and repair of all exhibits.
- Assists with storing and maintaining all exhibit furniture.
- Assists in special projects (museum wide) and performs other related duties, as assigned. May be required to work some weekend hours, and special events.

## KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience in handling, installing and mounting a variety of 2D and 3D objects in a wide range of media. Knowledge of professional practices and ethics for object care, display, and movement.

Demonstrated knowledge of safe and archival materials and techniques for loaned and museum collection objects.

Knowledge of all aspects of exhibitions preparation, installation and de-installation, including display, techniques procedure, layout and lighting. Experience with installation coordination of large, complex exhibitions and gallery installations.

Demonstrated proficiency of practices and methods in mountmaking and demonstrated ability to apply this knowledge with initiative and judgment, concern for detail, accuracy and neat execution of work.

Demonstrated skills and knowledge of shop equipment and ability to effectively perform various skilled and semi-skilled tasks, including woodworking, brazing, use of adhesives and fasteners, construction methods, and use of stationary and portable power tools.

Experience with gallery lighting and ability to determine light exposure settings specific to the needs of an exhibition or to a given object.

Ability to install and troubleshoot a variety of digital media equipment.

Ability to move or assist in moving heavy objects and ability to operate lifts, pallet jacks, etc.

Ability to work cooperatively with supervisor, museum staff, interns and volunteers.

Ability to solve problems, work effectively independently, and possess a high level of organization, communication and time management skills.

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### **Required Qualifications**

B.A. degree preferred and three years professional experience in a museum setting with a permanent collection.

Ability to lift 50 lbs.

Ability to stand/work for prolonged periods of time.

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### **Compensation**

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### **Apply at this Website:**

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### **Apply with this email:**

[hr@nationalcowboymuseum.org](mailto:hr@nationalcowboymuseum.org)

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### **Special Instructions to Apply:**

Please submit a cover letter, resume, and three references to Manager of Human Resources. No phone calls, please.

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