

## **PREPARATOR/TECHNICIAN**

**DEPARTMENT** : **CULTURE & ARTS**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### **GENERAL STATEMENT OF DUTIES**

Technical position responsible for assisting in the design, coordination, construction, implementation and maintenance of all exhibitions for the Waterloo Center for the Arts including but not limited to packing/crating and unpacking of art and exhibition materials, pick-up and delivery of art/exhibitions, general construction, maintenance and building improvement projects, working with Curator, Registrar, Education Coordinator and Youth Pavilion Manager in planning, implementing and maintaining infrastructure of exhibition and interpretive programs and services. The work is performed under the general direction of the Curator, but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

#### **(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Assists with planning and implementing fabrication, installation, deinstallation and storage of collections and exhibitions.
2. Prepares galleries for installation of artwork, including patching and painting walls, removing or moving exhibit fixtures and replacing displays, pedestals and mounts.
3. Directs fixtures to illuminate displays and maintains gallery track lighting systems.
4. Designs, constructs, finishes and installs pedestals, casework, shelving, mounts, framing, crates and other physical infrastructure related to exhibitions, collections and programs.
5. Monitors and maintains exhibitions including hands-on interactive exhibitions incorporating a wide range of technologies.
6. Troubleshoots and repairs hands-on interactive exhibitions and gallery infrastructure as necessary.
7. Working in conjunction with Curator and Registrar, packs and unpacks objects in accordance with professional museum

standards.

8. Transports art and exhibition materials, including loading and unloading, to and from venues locally and nationally, including trips of 7-12 days.
9. Installs graphic panels, vinyl signage and other interpretive materials.
10. Mats, frames and mounts artwork for display.
11. Organizes, manages and maintains construction supplies, tools, equipment and workshop facilities.
12. Keeps track of gallery supplies and consumables, light bulbs and fixtures, frame and pedestal inventories, etc. and orders as needed.
13. Performs wide range of general construction, maintenance and building improvement projects including drywall, painting/finishing, minor plumbing and electrical.
14. Occasionally opens/secures building and performs set-up/teardown for special events.
15. Participates in Center for the Arts meetings, training and other activities as required by Culture & Arts Director.

16. Compiles data, prepares reports, performs data entry and completes forms on personal computer using the applicable software including Microsoft Word and data management system.
17. May assist with other Center for the Arts programs and activities as needed.
18. Communicates with and maintains effective working relationships with coworkers, supervisors, Board members, volunteers and patrons.
19. Works independently and as a member of a team with minimum supervision.
20. Works flexible hours including weekends and some evenings.
21. Attends work regularly at the designated place and time.
22. Performs all work duties and activities in accordance with City policies, procedures and City, OSHA and Center for the Arts safety rules and regulations.
23. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Strong carpentry/construction skills including drywall, painting and finishing, basic mechanical, electrical and plumbing.
2. Knowledge of electronics and digital technologies including working knowledge of wide range of electronic media, messaging systems, digital/video imaging, audio components, etc.
3. Strong interest and aptitude for new media and emerging technologies.
4. Creative thinking with strong organizational, communication, project management and problem-solving skills.
5. Strong computer skills including word processing, data management and communication systems.

6. Basic understanding of professional museum standards for object handling, exhibition installation and collections care.
7. Knowledge of lighting techniques in a gallery setting.
8. Ability to work evenings and weekends as needed.
9. Knowledge of and proficiency with personal computers including Microsoft Word and data management programs.
10. Ability to learn and utilize emerging electronic and digital technologies as they relate to a museum and job responsibilities.
11. Ability to manage several project schedules and a variety of timelines and deadlines concurrently and to keep all projects organized.
12. Ability to work independently or as a member of a team with minimum supervision.
13. Ability to communicate effectively orally and in writing, give recommendations and respond to questions from patrons, Board members, volunteers and staff tactfully and in a clear, concise and easily understandable manner.
14. Ability to establish and maintain effective working relationships with other City employees and supervisors.
15. Ability to work with people from a broad variety of social, economic, racial, ethnic, cultural and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. Bachelor's Degree in related discipline with minimum two years experience or training in carpentry/construction and technological experience with a wide range of digital, audio and visual equipment.

**OR**

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Design and fabrication skills.
3. Experience working with volunteers.
4. Work experience must be verifiable with an educational, cultural or other agency or business.
5. Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient mobility to climb and descend ladders and stairs, complete construction projects, move physically within the Center

for the Arts building and attend meetings or other activities at various City and community facilities.

2. Sufficient speech and hearing that permits the employee to respond to questions from Center staff and patrons in person or on the telephone.
3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, hand and powered tools and perform other administrative and technical duties.
4. Sufficient strength to lift up to fifty (50) pounds with assistance as needed.

**MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination, including a drug test, by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
3. Required to submit to and successfully pass interview.

**WORK SCHEDULE**

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must be flexible and able to adjust work schedule or work other days or evenings as needed. Must also be available for Center for the Arts or other City activities or meetings that require the attendance of the Preparator/Technician. Limited overtime.