

# ASHEVILLE ART MUSEUM

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PO Box 1717 | Asheville, NC 28802-1717

## Preparation & Facilities Assistant

*Updated 05/02/23*

### Organization

The Asheville Art Museum, established in 1948 by artists, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

### Position Description

The **Preparation & Facilities Assistant** assists in managing and facilitating all art handling, installation, and movement of Collection and loans, as well as assisting in maintaining the overall physical facilities including the maintenance of building systems and repairs of facilities and systems. This position will report to the Head of Preparation & Facilities and works closely with the Curatorial and Operations teams.

### Primary Responsibilities/Essential Functions

- Assist with the care and handling of Collection and loaned objects.
- Assist with the design and facilitation of installation of works of art.
- Assist in the researching, planning, and budgeting of exhibitions.
- Work closely with the Registrar in the shipping, crating, insurance, condition reporting, and storage of artworks on loan to the Museum and works loaned by the Museum.
- Assist with the delivery and pick up of artworks as arranged by Registrar.
- Assist with the planning, preparation, installation, and de-installation of exhibitions.
- Assist with proper packing and crating of all art shipments, including ordering and maintaining proper packing materials.
- Assist with proper unpacking of all art shipments.
- Assist with scheduling and oversight of contracted prep crew in the installation and deinstallation of artworks and exhibitions, including unpacking and repacking works, framing of works, wall repair and painting of gallery spaces, proper handling of works following all artist and organization guidelines, and layout of exhibition.
- Install wall text and artwork labels.
- Work with Head of Preparation & Facilities, Curator, and Director of Finance & Operations to create exhibition budgets and monitor expenditures.
- Assist in the daily monitoring of all building systems (i.e. HVAC, electrical, plumbing, sprinkler, lighting, and life safety including routine and recurring maintenance, monitoring, and upgrades as needed).
- Work with Head of Preparation & Facilities to create maintenance calendars, policies, and procedures.

- With Head of Preparation & Facilities, create project timelines, plans, and follow through.
- Communicate with Museum staff to address building needs; oversee necessary repairs and maintenance required for solution to building issues.
- Assist with oversight of all building system subcontractors including scheduling, facilitating, monitoring, and follow-up of all projects.
- Communicate with subcontractors to establish scope of work needed, budget, and access needs for all building projects.
- Maintain physical plant (i.e. facilities, real property) in order to promote the aesthetic quality of the Museum. Perform light construction, renovation, and grounds-keeping, as needed.
- Comply with city, state, and national safety regulations, and maintain safe facilities for staff, volunteers, and visitors at all times.
- Maintain building system policy and procedures including warranty, maintenance, and system needs.
- Assist Custodial team to complete flooring, landscaping, and other building custodial tasks.
- Coordinate with neighbors on issues and projects related to the physical plant, as needed.
- Painting, wall repair, floor maintenance, and other necessary maintenance throughout the building.
- With Museum colleagues and contractors, coordinate and assist with safe exhibition, program, visitor services, and event implementation.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.

### **Compensation & Requirements**

This year round, full-time position with full benefits requires a flexible schedule to accommodate building needs and emergencies include weekends, some evenings and holidays, and after-hours work. Annual compensation includes a salary range between \$44,000 - \$48,000 depending on experience, paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should have a valid driver's license and be able to traverse the Museum, lift up to 50 pounds, handle tools or controls, and be able to communicate efficiently.

### **Education/Experience**

The ideal candidate will have a minimum of 4+ years' experience in art handling, exhibition installation, project management, building operations, and/ or related field. Candidates must have excellent organization and communication skills; ability to maintain the highest confidential and professional standards; computer efficiency; ability to work independently and collaboratively; ability to multitask, prioritize, and problem solve. Project management software experience and budgeting experience a plus.

**To apply, send resume and cover letter to [careers@ashevilleart.org](mailto:careers@ashevilleart.org) with "Preparation & Facilities Assistant" in the subject line.**

### **Equal Employment Opportunity**

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age,

sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Diversity, Equity, Access, and Inclusion**

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.