



501 N. Main Street, Los Angeles, CA 90012  
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**Job Title:** Assistant Preparator  
**Classification:** Temporary Full Time; Non-Exempt; \$35-\$45/hour  
**Reports:** Senior Preparator and Exhibitions Manager & Registrar

## ABOUT LA PLAZA

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and Latinx people in Southern California. Established in 2011, LA Plaza is a non-profit organization and a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

## GENERAL SUMMARY

The LA Plaza de Cultura y Artes Curatorial Department seeks a qualified temporary Assistant Preparator to support with the deinstall of two current temporary exhibitions, *Margaret Garcia: Arte para la gente* and *Hostile Terrain '94: The Undocumented Migration Project*, and the installation of the incoming temporary exhibition, *18<sup>th</sup> & Grand: The Olympic Auditorium*. The duration of the full installation period will be 9-weeks to begin on Monday, June 12, and complete Thursday, August 10, 2023.

The Assistant Preparator will report directly to the Senior Preparator and Exhibition Manager & Registrar and will have a variety of tasks and functions to perform relating to all aspects of art handling, installation, construction, and fabrication. The position requires a broad variety of exhibitions, construction, and collection experience, flexibility, patience, strong organizational and communication skills, and demonstrable hands-on abilities in accordance with professional museum best practices. Candidates will be expected to demonstrate their experience in handling a vast array of archives, artifacts, and artwork from traditional paintings to digital media installations as well as the rigging and movement of art including large-scale sculptures.

The candidate will have a combination of exhibition and collection-related experience that include but not limited to: graphics and didactics, labels, wall construction, fabrication of exhibition furniture and fixtures, mount making, crate and archival-packing, gallery painting, and exhibition lighting. He or she should be able to work in a team environment as well as independently. The ability to work in a fast-paced environment while thinking creatively and problem solving is a must.

## PRIMARY RESPONSIBILITIES

- Report to Senior Preparator and Exhibitions Manager & Registrar in assisting in all technical aspects of art handling, exhibitions, and building/fabrication projects during installation
- Safely and carefully handle all archives, artifacts, and artwork placed within the museums care in accordance with museum best practices
- Receive, pack, and unpack incoming/outgoing loans and assist Registrar and/or fine arts shipping companies
- Pick up and deliver archives, artifacts, and artwork between lenders and LA Plaza
- Prepare galleries, including painting, and the fabrication of exhibition furniture, temporary walls, and other display designs
- Work with the Senior Preparator to maintain and replenish inventory of tools, supplies and materials

- Maintain workspaces, gallery spaces, and objects and artworks on display according to standards set by the Exhibitions Manager & Registrar and Senior Preparators
- Work in a precise and careful manner under stringent deadlines
- Work well as a team member and interact with a wide variety of staff and non-museum personnel, assuring a safe and healthy work environment through knowledge of best practices
- Display creativity in solving technical problems and flexibility in adapting to unusual circumstances
- Comply with safety standards on all equipment use
- Participate in policies and procedures pertaining to installation and museum gallery management

### **SKILLS, KNOWLEDGE, & ABILITIES**

- Knowledge of art handling procedures for two- and three-dimensional art objects in a variety of materials, sizes, and weights
- Explain and carry out methods and procedures relating to the handling of irreplaceable objects, archives, artifacts and art
- Knowledge in using the standard tools, practices and methods used in painting, rough and finish carpentry, wall and pedestal fabrication
- Experience with the use and application of different materials such as various kinds of lumber, tools, fabrics, plastics, mechanical fasteners, and adhesives
- Extensive knowledge of construction of museum exhibits; mount making principles; lighting concepts and systems; safety regulations, practices, and procedures; and ADA requirements
- Knowledge of basic A/V and multi-media installation
- Knowledge of museum standards and best museum practices, including AAM guidelines
- Participate effectively as a member of a cross-functional team
- Excellent communication skills and a solutions-based attitude
- Establish and maintain effective working relationships with museum staff, volunteers, vendors, the general public, and representatives and colleagues from other museums

### **QUALIFICATION**

- Minimum of 2 years working in museum, gallery, artist studio, or fine art handling company setting
- A combination of education, training, and experience performing responsibilities similar to those listed above
- Professional work history with a demonstrated history in the museum field
- High dependability and team-player with a collaborative demeanor
- Must have proven ability to work with a wide range of personalities and people across a variety of cultures and generations
- Organized and detail-oriented with the ability to take direction and work independently
- Creative and resourceful problem solver with a proactive and solution-based attitude and commitment to provide streamlined support
- A valid driver's license

### **PHYSICAL DEMANDS**

- Ability to perform the physical requirements of the job, including frequent standing, walking, bending, kneeling, crouching, lifting, pulling, and carrying up to 50+lbs pounds
- Must be able to stand or walk for long periods of time

## **EMPLOYMENT STATUS**

- Full-Time Non-exempt Temporary Position between June 12 – August 10, 2023
- 40 hours per week, Monday – Friday, 8:30am – 4:30pm
- Schedule and hours may change upon further notice
- May be required to occasionally work evenings
- May be asked to assist with other duties as assigned
- Reports to Senior Preparator and Exhibitions Manager & Registrar

## **COMPENSATION**

- Salary Range: \$35 – \$45/hour; pay offered will be determined by factors such as experience, skills, training, certifications, education, and other factors permitted by law
- Free parking
- Direct Deposit, of paycheck

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Employment is contingent upon a satisfactory background and reference check, which will include a credit and criminal report as well as verifications of employment and educational records. You must be legally entitled to work in the United States for any employer.

## **HOW TO APPLY**

Please send resume demonstrating your experience and qualifications to Carolyn Lopez, Exhibitions Manager & Registrar, at [clopez@lapca.org](mailto:clopez@lapca.org)