Newark Museum Association

Title: Exhibition Installer

Location: 49 Washington Street, Newark, NJ 07102

Job Type: Part-Time

Compensation Type: Hourly

Start Date: ASAP

Job Description:

The Exhibition Installer will provide assistance, on a part-time per project basis, with gallery installations and upkeep. Installer will be under the direct supervision of the Exhibition Design Department staff and also work under advisement from the Curatorial and Registrar staffs.

Primary Responsibilities:

- Assist with installation of collection objects, exhibition furniture and graphics.
- Responsible for following artwork handling guidelines and policies.
- Assist with in-house label production, small exhibition component assembly and the repair of exhibition equipment and displays.
- Perform gallery housekeeping by replacing lighting and labels as well as performing minor wall prep and touch up.

Qualifications:

- Installation experience in either a gallery or museum is highly desirable.
- Must be able to handle collection objects safely using museum approved methods.
- Basic carpentry skills and familiarity with hand tools is required.
- Ability to work on a ladder as well as a powered lift to install lighting, etc. is required.
- Familiarity with basic multimedia equipment is a plus.

Application Instructions: Interested candidates should submit resume and letter of interest to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Fax: 973-642-0459
Email: humanresources@newarkmuseum.org
**About the Organization:**
Since its founding in 1909, The Newark Museum has been guided by a commitment to building major collections, as well as a commitment to educating the public and serving the community. The Museum features over eight galleries and houses one of the most extensive collections of American art - paintings, sculpture and decorative objects spanning three centuries. In addition, the Museum contains impressive holdings of African art, Classical art, European and American decorative arts and arts of Asia, including the largest collection of Tibetan art in the Western Hemisphere. The Museum complex is also made up of the Victorian Ballantine House, a National Historic Landmark built in 1885, the Alice and Leonard Dreyfuss Planetarium, the Alice Ransom Memorial Garden, site of contemporary outdoor sculpture, an authentic one-room school house (circa 1784), and the Newark Fire Museum. The newest addition to the Museum will be a 5,000 square-foot natural science exhibit Dynamic Earth: Revealing Nature's Secrets, opening in November 2002.