



CHIEF PREPARATOR POSITION DESCRIPTION

Organization Mission

Engaging the community through art and nature.

Organization Overview

Laumeier Sculpture Park, one of the first and largest sculpture parks in the country, is an internationally recognized, nonprofit arts organization that is accredited by the American Alliance of Museums and operates in partnership with St. Louis County Parks. Laumeier presents more than 70 works of large-scale outdoor sculpture in a 105-acre park that is free and open daily. Laumeier serves approximately 300,000 visitors of all ages each year with presentations of art through a sculpture collection, temporary exhibitions, education programs, public events, and more. The park is located in Sunset Hills, Missouri in St. Louis County.

Position Overview

The Chief Preparator position is a full-time exempt, salaried position with benefits, reporting to the Curator.

The Chief Preparator works closely with the Curator to realize the artistic vision of Laumeier Sculpture Park. This position supervises the installation and de-installation of sculpture and other artistic media for exhibition in both indoor and outdoor spaces; plans and directs the fabrication of display objects including pedestals and platforms, as needed; oversees the cleaning, care, and maintenance of sculptures in the collection and on loan; helps coordinate and perform conservation on sculptures in need of such work; light grounds-keeping; and facility operations. This position oversees a seasonal, part-time Collections Maintenance Assistant and occasional contract laborers.

Duties + Responsibilities

- Designs, supervises and installs/ de-installs indoor and outdoor exhibitions in collaboration with curatorial staff and St. Louis County Parks staff
- Performs conservation and maintenance on the Permanent Collection and works on loan to Laumeier year-round, which includes a number of works in Laumeier's Permanent Collection shown off-site

- Supervises Collections Maintenance Assistant, temporary installation preparators, interns and volunteers, and trains for and assigns appropriate exhibitions and Collections tasks
- Works with artists to guide and advise on fabrication of outdoor work to comply with safety and longevity of objects shown outdoors for exhibition, collaborates with outside engineers and fabricators when necessary
- Manages the installation of outdoor work
- Prepares detailed written reports regarding work performed and materials used in treating and maintaining artwork
- Assists Curator in creating incoming and outgoing condition reports
- Assists St Louis County Parks with annual maintenance of Ernest Trova Collection; including annual sculpture checks and initiating regular maintenance and repair
- Manages Fine Art Shipping in collaboration with the Curator
- Assists and participates in special events, festivals, opening receptions
- Collaborates and maintains a good working relationship between Laumeier and St Louis County Parks staff
- Attends staff, curatorial and other meetings as required
- Performs other related duties as required

Qualifications + Skills

The ideal candidate is someone who is passionate about art and parks, and their conservation, as well as working with artists.

- Experience handling, packing/unpacking, transportation, and storage of works of art
- Knowledge of exhibition design
- Ability to operate light and heavy equipment such as scissor lift, chain saw, table saw, miter saw, impact driller/driver, hammer drill, trimmers, blowers, power washers and generators
- Commitment to adhering to safety rules and regulations in the workplace
- Knowledge and skills in areas including carpentry, electrical, woodworking, and metal, in regard to fabrication and construction
- Knowledge of specific materials such as bronze, aluminum, steel, wood, concrete, fiberglass, and stone preferred
- Knowledge of pouring concrete pads, patching and cleaning concrete
- Ability to conduct conservation research as needed
- Ability to communicate with outside contractors to bid on maintenance, conservation and or restoration jobs
- Growth mindset and ability to self-reflect
- Ability to communicate effectively both orally and in writing with colleagues, vendors, artists and partners
- Flexibility, adaptability and problem solving in a fast-paced work environment where no two projects are exactly alike

- Dependable, organized, and detail-oriented
- Able to work in an independent and self-motivated manner, as well as part of a team
- Sensitive to both “big picture” and small details
- Solid leadership skills and a strong work ethic
- Ability to help write and track budgets, and control department expenditures
- Be able to interact politely and respectfully with a wide variety of stakeholders, including artists, colleagues and the public
- Experience with CAD or similar construction design software is a plus

Education + Experience

- Bachelor’s degree or higher from an accredited college or university preferred
- Higher education relating to art, conservation, design, theater production preferred
- A minimum of 5 years-experience in museums, galleries, or related nonprofit organization, preferably one with an art collection
- Proven track record of exhibition installation is required
- Proven track record of collections care is preferred
- Experience with working with artists is essential

Additional Requirements

- Be able to work outdoors year-round
- Ability to pass a background check, including a check for criminal records
- Must be able to meet Laumeier’s COVID vaccination requirements, which include providing proof of full vaccination
- Work occasionally on evenings and weekends
- Ability to lift and carry up to 75 lbs. (i.e., load, unload and move supplies, medium to heavy weight tools and equipment)
- May be required to perform tasks at varying heights (i.e., climb ladders, etc.)
- Requires standing, walking, bending, stooping and reaching for extended periods of time, 80% or more of the workday is standing on feet

Compensation

Compensation is commensurate with qualifications and experience.

Benefits package is competitive and includes 100% employer-paid health, dental, life and short-term disability, starting on the first day of employment. Benefits package is valued at \$7,000 - \$12,000 per employee. Health care plan coverage is also available to spouses, domestic partners and dependents, with the employee being responsible for

premiums. A generous amount of PTO is granted and grows with the length of employment.

No relocation assistance is available.

Office Culture

Laumeier is a small organization, with modestly sized departments, where team members work closely together. Laumeier offers flexibility for hybrid models of remote and in-person work as well as flexible scheduling.

Staff Core Values: We believe in the importance and impact of art and nature. We encourage creativity and innovation. We value collaboration and teamwork. We rely on competency leading to quality and excellence. We stay true to our values by respecting our colleagues and maintaining accountability. We cultivate a welcoming, inclusive, and positive environment for staff, board, artists, students, and visitors.

Application Instructions

Interested candidates should email a cover letter and resume to HR@laumeier.org with the subject line CHIEF PREPARATOR. Please do not send additional supporting materials until they are requested. You will receive an acknowledgement of the receipt of your application.

Only applicants who move forward in the process will be contacted. We ask for understanding and patience. Please do not contact any staff members to check on the status of your application, and absolutely no phone calls.

Search + Timing

The first round of interviews may be conducted remotely. Finalists will interview in person.

Position open until filled. Anticipated start date: as soon as possible, with flexibility to accommodate the hire's availability.

Laumeier is an equal opportunity employer, committed to diversity, equity, inclusion, and anti-racism. Candidates of diverse backgrounds are strongly encouraged to apply.

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