



Title: Exhibits Preparator

Hours: Full time, Temporary one year position

Description: The position will assist in the fabrication and installation of exhibits. The Preparator works under the direction of the Chief Curator and Exhibit & Graphic Design Manager.

Qualifications:

- Ability to organize work, develop effective work processes, and assess work priorities to meet deadlines
- Experience in hands-on museum exhibit or theater set design fabrication and installation
- Ability to work both independently and with other museum staff
- Understand materials, construction and installation methods with hands-on fabrication & installation skills
- Comfortable and well versed in the use of hand and power tools and the movement of heavy and delicate historical artifacts and exhibit materials and fixtures
- Handle artifacts with appropriate care
- Sufficient skill level to create small hand-crafted exhibit fixtures as needed, i.e. exhibit labels, cradles and mounts
- Ability to skillfully paint walls, exhibit cases, and fixtures with attention to detail
- Ability to lift 50lbs
- Patience and attention to detail
- Flexibility with duties and hours
- A strong attention to detail and a **positive** team player attitude

Duties:

- Assist in fabrication and installation of exhibits
- Handling and transport of historical artifacts
- Maintain existing and new exhibits
- Perform other duties as assigned

To apply:

Send a brief cover letter and your resume in an e-mail to Craig Bruns at cbruns@phillyseaport.org. No phone calls. Position is open immediately.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.

Independence Seaport Museum is an equal opportunity employer committed to diversity in its visitors, board, and staff. The Museum does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, age, disability, veteran status or any other legally protected class status. People demonstrating a commitment to diversity and multiculturalism are encouraged to apply.