

ALBANY INSTITUTE OF HISTORY & ART

Exhibition Technician/Collections Preparator

The Albany Institute of History & Art, a museum of art and history in Albany, New York, seeks a full-time Exhibition Technician/Collections Preparator for its Curatorial Department. This staff member works closely with curators and the registrar to plan, design, and install temporary and traveling exhibitions, long-term collection installations, and update and modify existing exhibitions as needed. This staff member also helps to prepare collection objects for exhibition, storage, and loan transport by constructing mounts, supports, and properly matting and framing works on paper. The Exhibition Technician/Collections Preparator will design, print, and install labels and signage for exhibitions and other internal departments, and also photograph and digitize collections and photo-document all exhibition installations as needed.

Founded in 1791, the Albany Institute is the oldest museum in New York State with more than 35,000 fine and decorative arts and historical objects along with nearly a million documents, maps, posters, manuscripts, photographs, and books its library. The Institute sets a robust exhibition schedule, opening on average 5 or 6 new exhibitions each year, in addition to maintaining long term collection installations.

Responsibilities:

- Coordinates with curators on the design and installation needs for all exhibitions and oversees all aspects of exhibition construction, object installations, and deinstallations.
- Paints walls, cases, and other exhibition furniture when needed.
- Moves and constructs exhibition furniture as needed.
- Creates exhibition mounts and prepares collection objects for exhibition and storage.
- Hinges, mats, and frames works on paper as needed.
- Assists with photography of collection items and gallery installations.
- Oversees the maintenance and cleanliness of the fabrication facilities.

Education and Experience:

- Must have a bachelor's degree or equivalent.
- 3 to 5 years full-time experience in a similar role at a museum, gallery, or other like organization.
- Must be equally comfortable with hands-on construction and installation tasks and stationary desk projects using graphic design software and photo editing software. Familiarity with Adobe software suite desirable.
- Carpentry skills essential.
- Knowledge of graphic design, signage and label printing, and installation.
- Experience with exhibition lighting.
- Knowledge of A/V technology and installation.
- Knowledge and training in art handling essential.

- Experience hinging, matting, and framing works on paper.
- Experience making exhibition mounts for three-dimensional objects, book cradles and supports for archival materials, and supports for textiles and costumes.
- Must be comfortable working collaboratively and independently when necessary.
- Valid driver's license.
- Must be able to lift and carry up to 50 lbs.
- Comfortable operating a lift and working at heights.
- Occasional travel.
- Occasional evening and weekend obligations.

ABOUT THE ALBANY INSTITUTE OF HISTORY & ART

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. Its collections document the Hudson Valley as a crossroads of culture, influencing the art and history of the region, the state, and the nation. With more than 35,000 objects and one million documents in the library, it is an important resource for the region, giving our community a sense of the part the Hudson Valley played in the American story, and our own place in history. Permanent and temporary exhibitions are open year-round and create a sense of place, allowing visitors to meet the people who helped shape this region. Among the museum's best-known collections are the nineteenth-century Hudson River School landscape paintings by artists like Thomas Cole and Frederic Church.

The Albany Institute of History & Art is an equal opportunity employer. The Institute embraces diversity in thought, background and experience and insists on equal employment opportunities for all applicants. We ensure that all employment opportunities are provided to qualified individuals irrespective of race, traits historically associated with race (including, but not limited to, hair texture and protective hairstyles), creed, color, national origin, ancestry/place of birth, citizenship/immigration status, religion, age, sex (including pregnancy), height, weight, reproductive health decision making, sexual orientation, gender identity or expression, marital status, familial status, veteran status, military status, disability, predisposing genetic characteristics, domestic violence victim status, stalking, or sex offense victim status, or any other basis protected by applicable law. AIHA also does not unlawfully discriminate against applicants or employees based upon arrest or conviction records. All such discrimination is unlawful, and all persons involved in the operations of AIHA are prohibited from engaging in this type of conduct.

This is an onsite, full-time (35 hours per week), associate-level position. The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience in the range of \$45,000 - \$50,000.

TO APPLY

Please send a resume and cover letter to employment@albanyinstitute.org. Position open until filled. No phone calls please.