



## **Preparator/ Multimedia Technician**

Please put "Preparator/ Multimedia Technician" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 37.5 hours per week

### **OVERVIEW**

Preparation and installation of art galleries and public programs for exceptional experiences.

### **Primary Responsibilities:**

*The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.*

- Participate in art installation and de-installation by proper handling, lifting, moving, placing, and hanging works of art as required by the IMA art handling guidelines. Also assist uncrating and crating works of art when necessary.
- Prepare galleries for exhibition installations, including patching and painting gallery walls, locating and moving gallery furnishings, and implementing designs for temporary exhibitions.
- Maintain and refurbish gallery installations, including patching and painting walls and exhibition furnishings for permanent collection.
- Deliver, install, de-install, and collect works of art by truck, both locally and interstate.
- Communicate with curatorial, conservation, and registration staff to gather information, e.g., for art moves, art conservation problems, approvals for art moves.
- Work within the installation crew with appreciation of the team and its mission.
- Handle miscellaneous exhibition duties, including maintenance of storage, hanging carts, and collecting supplies and materials for art installations.
- Install and de-install electronic media devices including but not limited to DVD players, projectors, displays, touchscreens, computers, media players, and their components for use in temporary exhibitions and permanent collections.
- Maintain operation and schedules of electronic devices used in exhibition installations and interactive activities.
- Work with gallery designers, conservators, artists, and curators for the optimal use of electronic media.
- Maintain inventories of electronic devices and components.
- Train other crew members in the function and control of electronic devices.
- Participate in "on call" schedule for troubleshooting of electronic art in the galleries.

**Required Skills:**

- Knowledge of woodworking and finish construction and the ability to use hand and power tools and hardware along with good manual dexterity.
- Knowledge of art and art handling, including installation skills.
- Wall painting skills.
- Organizational skills.
- Ability to read, write and comprehend instructions, correspondence, and memos.
- Ability to effectively present information in one-on-one and group situations to other employees.
- Ability to calculate figures and amounts for design layouts of exhibitions and proportions. Algebra helpful.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**Education and/or Experience:**

- Professional level of knowledge needed in specialized field, equivalent to that which would be acquired by completing a four year college program and one to two years job related experience, or equivalent combination of education and experience.

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A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields  
ATTN: Human Resources  
4000 Michigan Road  
Indianapolis, IN 46208

E-mail: [hr@discovernewfields.org](mailto:hr@discovernewfields.org)

Fax: 317-920-2655  
No phone calls, please.

**About Newfields**

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields

campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation’s most highly regarded examples of mid-century Modernist architecture. For more information visit [discovernewfields.org](https://discovernewfields.org).

## **Diversity**

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

## **Indianapolis**

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city’s racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a “Flyover City”, but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield’s hometown is a perfect place to build a career and enjoy life.