



CULTURE

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PUBLIC ART COLLECTION PREPARATOR

SUMMARY OF POSITION

4Culture is a municipal corporation chartered under state law in January 2003 (and based upon a 35-year history as the King County Office of Cultural Resources) to provide cultural services to King County residents and visitors. A unique integration of four program areas: arts, heritage, preservation and public art, 4Culture is committed to advancing the community and enhancing sense of place through investment in cultural programs.

The primary job of the Public Art Collection Preparator is to assist the Collection Curator with the ongoing maintenance and conservation of King County's 2,200+ piece civic art collection, which includes the rotation of the Portable Works Collection. This is a full-time, benefited position.

PRIMARY JOB FUNCTIONS

- Install and de-install artworks in the Portable Works Collection, rotating them throughout King County facilities from Auburn to Woodinville and Vashon Island to Enumclaw.
- Assist with routine maintenance and conservation of Collection artwork (both permanently sited and portable) and coordinate with subcontractors as needed to undertake major maintenance projects.
- Assist with the annual maintenance survey, which includes physical inspection and inventory of Collection artworks as well as condition reporting.
- Requisition frames, specialty hanging devices, pedestals, vitrines, and supplies and materials related to Collection care.
- Organize and maintain all Collection storage spaces.
- Help maintain the Collection records by sharing location changes, physical inventories, and King County agency contact information with the Collection Curator.
- Assist with the installation of exhibitions at Gallery4Culture, 4Culture's exhibition space, as needed.

QUALIFICATIONS

Required Education and Experience

- At least two years of relevant professional experience.
- Working knowledge of best practices for installing, de-installing, and transporting artwork.
- Ability to safely and accurately use mechanized lifts, hand and power tools, paints, solvents, and cleaning agents.
- Valid Washington State driver's license.
- Ability to lift and move objects weighing up to 50 pounds.
- Ability to work at heights over eight feet.
- Ability to stoop, bend, and kneel.

Desired Knowledge, Skills & Abilities

- BA or BFA in fine arts, museum studies, art history or a related field.
- Good design sense and problem solving, communication, and writing skills.
- Ability to multitask and prioritize.
- Working knowledge of the Microsoft Office suite and Past Perfect or other collection database software.

- Ability to work independently and with 4Culture staff, County employees, and members of the general public in an effective, congenial, and professional manner.

ADDITIONAL INFORMATION

- The work location for this position is at the 4Culture offices, at 101 Prefontaine Place S., Downtown Seattle, with field work throughout King County, Washington.
- This position reports to the Public Art Collection Curator and works collaboratively with Public Art 4Culture program staff and other 4Culture professional staff.
- This position works a 37.5 hour work week, generally Monday through Friday 9:00 a.m. to 5:00 p.m. Occasional early morning, evening and/or weekend hours are required.
- This position includes a comprehensive benefits package and is classified as Regular Full Time.

TO APPLY

- Send a cover letter, resume, and list of 3 professional references to: brennan.jernigan@4culture.org
- Questions? Call Jordan Howland at 206.263.1589 or Cath Brunner at 206.263.1596.
- **The application deadline is Monday, February 6, 2017.**

4Culture is committed to upholding and promoting equal opportunity in employment. We recognize that diverse perspectives, ideas, cultures, and life experiences of all employees are critical to our success. We are committed to fostering an inclusive workplace that reflects our residents, meets the needs of the communities we serve, and leverages the power of our employee's individual uniqueness.