

PACE

Preparator

Position posted on: October 4, 2018

New York

Pace Gallery is seeking a professional and experienced full-time **Preparator** to join our Warehouse team located in New York. We are looking for an individual who is punctual, reliable, and enjoys working in a collaborative environment. This role will focus on providing art handling, installation, and transportation support to our Warehouse Director and Warehouse team.

About the Role:

- Safely and properly handle and pack/unpack works of art
- Receive artwork and maintain updated inventory records and appropriate paperwork
- Advise appropriate departments of receipt of works for conditioning reports, photography, etc.
- Arrange for shipment of artwork within the NYC Metro area including building-out and modifying crates for shipment, preparing artwork for shipment and ensuring record of shipped artwork
- Prepare gallery spaces for client viewings including hanging art and arranging lighting
- Be responsible for maintaining gallery including painting and patching the walls, cleaning of gallery space and surrounding area
- Oversee and organize the physical inventory of artworks located in our Warehouse
- Assist with special events, viewings, installs and de-installs as needed
- Additional duties as assigned

About You:

- 3 years' experience working in auction house, galleries, or museums
- Knowledge of best practices and materials for packing and installing artwork
- Experience installing a wide range of artworks including heavy and oversized sculptures
- Must have a diverse understanding of different mediums and materials
- Must be extremely diligent and careful in handling artwork
- Ability to clearly communicate with supervisors and fellow preparators is required
- Must have basic computer skills along with familiarity of database programs/software
- BA in Art History or related field preferred

In addition to an active and progressive work environment, Pace Gallery offers a competitive benefits package, including medical, dental and vision insurance, retirement plans with a company match, flexible spending accounts and commuter benefits. We encourage a healthy work/life balance and offer a generous vacation policy.

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Preparator,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.