



The Pence Gallery is a nonprofit art organization whose mission is to serve the community through displaying high caliber art exhibits by local and regional artists, supporting the development of artists, and offering educational programs for visitors of all ages.

Exhibit Preparator

General description of duties: The Exhibit Preparator is responsible for a variety of duties related to the preparation and installation artwork for exhibits. The position prepares the Gallery for display, including making gallery furniture and mounts, painting, installing labels, signage, and lighting, creating an environment of compelling visual display. They are responsible for the safe handling and security of art objects.

The Preparator will, under the supervision of the Director, work with artists and collectors, as well as other staff, in the care and display of artwork in exhibit spaces, as well as other spaces in the Pence such as the gift shop and lobby. They must have strong verbal and written communication skills and be motivated to work independently.

The Preparator should be familiar with art handling, display procedures, and shipping preparation. They may pick up artwork locally or arrange shipping to or from the Gallery.

Skills:

This position must know basic carpentry skills, such as how to build pedestals and other supports, and how to install artwork safely and with a good sense of design in a gallery space. Ability to mat and frame is recommended. Some working knowledge of contemporary art is required. Strong verbal and written communication skills, and ability to work collaboratively in a team is required.

Some attention to facility maintenance is required, such as changing lights, checking watering system, installing pavers, and basic upkeep of facility to keep in clean working order. Will assist with set-up for fundraising events such as the Art Auction and Garden Tour.

Basic knowledge of Word, Google, or other word processing programs, to communicate with vendors, visitors, and staff via email and/or phone. Ability to work alone and to be decisive, and ability to work with the public.

Physical demands: Must be able to lift artworks up to 50 lb, and to work on a ladder to adjust lighting and to install pieces. An excellent driving record and one's own transportation is required.

Schedule: Hours are variable, from ten to fifty hours/month, or as needed. Start mid-late January.

Compensation: \$18.00-21/hr, no benefits. 24 hours of sick time after working 30 hours.

To apply: Email a letter of interest and your resume to penceartdirector@sbcglobal.net, or drop it off at Pence Gallery, 212 D St., Davis, CA 95616.

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