



Carnegie Art Center

The Carnegie Art Center is Hiring: Art Handler/Installer (Part Time)

The Carnegie Art Center (CAC) is seeking an Art Handler/Installer. The CAC provides a wide range of art exhibitions, educational opportunities and entertaining programs that serve the Tonawandas community and the greater Western New York region. The CAC is an equal opportunity employer.

The Art Handler/Installer position is a part-time position averaging 12-16 hours a month for gallery set up, installation, and deinstallation. This role is responsible for installing and deinstalling shows each month—shows open the first week of the month and close at the end of each month. Hours may vary based on the needs of the staff and events at the CAC but are generally flexible and may be performed evenings/weekends. The Art Handler/Installer provides support for the gallery coordinator, volunteers, artists/members, and the Board of Directors of the Carnegie Art Center by handling a variety of tasks to ensure that all interactions between the organization and others are positive and productive. The Art Handler/Installer reports directly to the CAC Board of Directors.

Specific Responsibilities:

- Installs and deinstalls exhibition objects for all exhibitions
- Prepares galleries for installation—including but not limited to case movement, cleaning, painting, spackling, and/or wall panels
- Moves all necessary tools, hardware, installation materials, work tables, blankets, ladders, work carts, tool boxes, bins, lights, audio-visual equipment, stanchions, pedestals, object mounts, and fabric, etc. with regard to the installation and deinstallation of all exhibitions
- Operates machinery, including hand and power tools, as necessary
- Mount and places labels
- Positions and installs graphic elements/vinyl lettering
- Moves boxes of exhibition-related materials including printed materials to/from the gallery spaces and other areas throughout the building
- Maintains an organized and clean working environment
- Performs related duties as required
- This is a physical job that requires lifting, moving, and installation of items that may weigh up to 40lbs.

Qualifications:

- High school diploma or its equivalent
- Relevant experience of two or more years working in a museum, library galleries, art gallery, or equivalent exhibition experience
- Two to four years art handling experience, preferably in a museum, library galleries, high-end gallery, or other art environment
- Ability to interpret and follow detailed instructions
- Demonstrated ability to work tactfully and effectively with staff, outside artists and public at all levels in a fast-paced, deadline-oriented environment
- Strong initiative and work ethic with flexibility to respond to and take action in changing circumstances, often under pressure
- Successfully demonstrated knowledge of machinery, materials, methods, practices and safety precautions, construction, exhibition installation and deinstallation, preferably in a museum setting
- Working familiarity with basic hand and power tools
- High attention to detail
- Excellent communication and comprehension skill
- Ability to operate and work from ladders
- Reliable form of transportation

Interested and qualified candidates should respond with a cover letter and resume carnegieartcenterboard@gmail.com by 12/29. Start date in mid-January. Pay range: \$20-24/hour

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(e) info@carnegieartcenter.org • (p) 716-694-4400 • Hours: Wed & Thurs 6-8PM, Fri & Sat 12-4PM