

HEMPHILL

July 20, 2018

OPEN POSITION ANNOUNCEMENT

Gallery Preparator, HEMP HILL

HEMPHILL, a leading gallery of contemporary art in Washington, DC, is seeking an individual to fulfill the position of preparator.

The ideal candidate possesses a strong interest in art, artistic processes, and art handling, is highly organized, confident in verbal and written communications, has the ability to function in a fast-paced work environment, and is willing to take on new projects and responsibilities. A high level of attention to detail and the ability to manage projects from start to finish is essential. The candidate must be comfortable working with others, as well as able to work independently and as a self-starter.

The position involves a range of duties, including handling artwork, installing exhibitions, and delivering and installing artwork in client's homes or businesses. Requires driver's license, neat appearance, and a positive attitude.

Schedule

Part-Time: Three days a week, including two Saturdays a month.
Some weekend and evening work required.

Compensation

Pay commensurate with experience.

Benefits

After six (6) months of employment employee is eligible for 6 days (two weeks) of paid vacation to be used within the calendar year.

Primary Duties

Exhibition Preparation, Gallery Presentation, Art Handling

- Exhibition installation and lighting.
- Maintaining appearance of gallery exhibition spaces and offices; patching and painting gallery walls, floors, and pedestals.
- Handling paintings, works on paper, prints, photographs, sculpture, multi-media works, and digital/technology works.
- Packing, shipping, and storing works of art.
- Pick-up and delivery of artwork from collectors' homes and businesses, artists' studios, framers (local deliveries in DC, MD, VA).
- Installation of artwork in client homes and offices.
- Maintaining orderliness of gallery artwork storage, preparator workspace, and artwork and supplies stored on and off-site.
- Inventorying, Maintaining, and re-ordering archival supplies, lighting supplies, office supplies, and packing materials.

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Artwork Inventory & Photography

- Assist staff with managing and updating artwork inventory, assist staff with consignment paperwork.
- Tracking movement of artwork in to gallery, out to consignors, collectors, and framers.
- Digital photography of artwork and exhibition installations.
- File processing and preparation of digital image files.
- Preparation of hardcopy presentation/printed materials.

General Duties

- Preparation for and assistance with gallery events.
- Other Duties as assigned.

Important Qualities & Skills

- Presentable and astute demeanor.
- Excellent organizational and time-management skills; ability to use time efficiently, prioritize tasks, follow instructions.
- Ability to drive an automobile in Washington, DC. Drivers License Required.
- Experience with hand tools and basic carpentry skills.
- Experience with digital photography and studio lighting - or the ability to learn.
- Ability to use Mac OS, Microsoft Office, Filemaker Pro, Adobe Creative Suite.

To Apply

Please submit a resume and 1-page cover letter outlining relevant work experience and employment objectives. Provide three references with contact information and a description of relationship to the applicant.

Applications may be submitted by email to gallery@hemphillfinearts.com.

Applications will be accepted until the position is filled.

Hemphill Fine Arts
1515 14th Street NW
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www.hemphillfinearts.com