

Installation and Facilities Assistant - Job Posting

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time Installation and Facilities Assistant. This position is responsible for providing general support for technical services at MMoCA including but not limited to exhibition installation, exhibition furniture construction, construction fabrication, art handling, graphics, crating, exhibition and facility lighting, painting, janitorial, general facility maintenance, and logistics. Support logistics and installations for events and education departments. Maintain a working relationship with all museum departments to maintain high standards for exhibitions, events, and ongoing building operations. Candidates must be able to work a flexible schedule, with occasional evening and weekend hours required.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

- Work with the Director, Curators, Registrar, and Installation team to assure that works of art are packed, shipped, received, prepared, and installed in a timely and efficient manner.
- Under the supervision of the Installation Manager, implement exhibition change-outs and assist with care and maintenance of permanent collection and loaned artwork.
- Ensure that all American Alliance of Museums, Association of Art Museum Directors, and museum industry and preventative conservation standards are met with art handling and care.
- Assist with preparing galleries for installations, including wall and floor preparation, moving walls, lighting design and implementation as well as fabricating and installing exhibition components (cases, mounts, etc.)
- Prepare and apply all museum graphics, signage, or labels related to the exhibition.
- Work with a team on the installation and de-installation of all artwork, including but not limited to, 2-D, sculpture, digital media, multimedia, immersive environments, and electronics (film, computer, audio video, etc.).
- Conduct venue maintenance as relates to the artwork, including cleaning of gallery displays and equipment, daily inspections, reporting/follow-up on maintenance needs, and monitoring of environmental or related conditions as required.
- Assist with preparing artwork for proper storage and/or shipment.
- Fabricate and repair of exhibit and installation components.
- Organize woodshop and storage areas.
- Conduct walk throughs of the facility to ensure the safety, operations and maintenance of the galleries and public spaces are in place.
- Assist in monitoring temperature and humidity controls to ensure they are performing at a level that safeguards the Museum's collection.

- Participate in the mentorship of Teen Forum members.
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, traditionally held the second weekend in July.
- Qualifications (Education, Experience, Skills, Certifications, Licenses)
- A minimum of 1 year of experience directly related to the essential job functions.
- Proficient use of hand and power tools and the ability to identify installation/construction hardware.
- Experience and knowledge of mechanical, HVAC, electrical, and fire protection systems in a facility of similar scale.
- Broad knowledge of building equipment including Building Automation systems, Metasys digital controls, back-up generators, humidity controls, and plumbing.
- Ability to establish and maintain positive working relationships with others, both internally and externally.
- Strong work ethic, and ability to work efficiently, and to work independently and in a team.
- Availability for occasional evenings and weekends for installations and facilities emergencies.
- Passion for the Madison Museum of Contemporary Art's mission and commitment to organization's stated values.
- Knowledge of best practices and methods used for painting, finish carpentry, cleaning chemicals, and mechanical (non-permanent and permanent) fasteners and adhesives.
- Knowledge of the design and construction of museum exhibitions.
- Ability to perform work utilizing safe practices, consistent with Museum policies and procedures and OSHA standards.
- Ability to climb ladders, handle power tools, and exercise good judgment.
- Knowledge of art handling procedures for two-and three-dimensional art objects in a variety of materials, sizes, and weights.
- Must have a valid WI driver's license.
- Excellent organization skills, trustworthy, and reliable.
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.

- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Operates at heights, using ladders, hydraulic lift, and scaffolding.
- Bending, kneeling, standing, walking, and climbing.
- Ability to work in a shop environment, which includes exposure to dust/wood particles, paints, adhesives, loud noise, and low/high voltage electrical hazards.
- Ability to squat, kneel, climb, and lift (70 pounds on a weekly basis).
- Travel occasionally for events, meetings, etc.

COMPENSATION & BENEFITS

Starting pay of \$17.00/hour (consideration may be given for relative, direct experience beyond the minimum requirements). This full-time position includes an excellent benefits package, as well as a generous Paid Time Off (PTO) bank and 11 paid holidays.

How to Apply

Submit resume and cover letter to hr@mmoca.org by April 30, 2024. Application review will begin upon receipt.

