

ART HANDLER

This is support work in the matting, framing, handling, packing and transport of works of art at the North Carolina Museum of Art.

Employees are responsible for preparing works of art for hanging or storing, for safe transport, transporting works of art both within and outside of the museum, and installing artwork. Work is performed under the supervision of the Museum Registrar.

I. DIFFICULTY OF WORK:

Complexity - Employees may specialize in one phase of art handling but are required, from time to time, to perform tasks representative of all phases. Work includes the matting and framing of prints and canvas paintings, the design and construction of specialized packages for the transportation of paintings, prints and three dimensional artworks, the installation of artwork, the moving of artwork around the museum, and the transporting of artwork via truck both intra and inter-state. Work may include compiling and presenting lists of needed tools and supplies.

Intricacy - Measurements are required to accuracy of one-sixteenth to one-eighth of an inch in cutting mats and materials used in packaging works of art. Employees are required to operate a truck in the transport of valuable works of art.

Controls Over Work - Employees receive work orders orally or in written form which indicate the desired results. Package designs are usually reviewed prior to construction and may be reviewed upon completion. Matting and framing work is reviewed by curators and conservators usually upon completion. The type of materials used may or may not be specified. In transporting artwork outside of the museum, employees independently package works of art and load the trucks. Some enroute decisions may be made independently in emergency situations; however, guidance is available from the museum over the telephone.

Judgmental Demands - In designing packages, employees decide the package construction and type of materials. In most cases, museum guidelines are directly applicable. In transporting artwork around the museum, employees must determine the safest mode of transport. In loading the museum truck, employees must arrange and tie down the load to prevent shifting. While enroute, employees must occasionally make independent decisions to protect the cargo in emergency situations. After installing works of art, employees must use some aesthetic judgment in determining if the piece is displayed properly.

II. RESPONSIBILITY:

Potential - Potential exists for major, irreparable damage to valuable works of art.

Care and Attention - Employees must construct packages in accordance with museum standards in order to prevent damage to artwork during transit. Extreme caution must be exercised in moving and setting up unprotected artwork to prevent damage. In hanging artworks, the correct type of hardware must be selected and installed properly to hold the artwork. In driving the truck, good driving practices must be followed.

III. PHYSICAL EFFORT:

Intensity of Effort - Employees use hand and stationary power tools in the Construction of packages. Heavy pieces of artwork in large, unwieldy packages must be loaded, unloaded and maneuvered around the museum.

Frequency and Duration - Works of art must be moved periodically during the day. During the arrival or shipment of a traveling exhibit, effort is exerted for prolonged periods of time.

IV. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Work is generally performed in an environmentally controlled museum or a carpentry shop. Employees are exposed to noise in the shop. On occasion, trucks must be loaded or unloaded outside of the museum.

Hazardous Conditions - Hand and foot injuries severe enough to cause lost-time are possible while lifting and carrying heavy crates or works of art. More serious injuries are a potential while driving the truck. The use of hand and stationary power tools could lead to lost-time injuries.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Working knowledge of the types and uses of the more common woodworking tools and machines. Some knowledge of the principles and practices of the carpentry trade. A knowledge of elementary mathematics. Ability to perform assigned tasks in a careful manner. Ability to exercise judgment in making decisions regarding assigned tasks. Ability to safely drive a truck. Ability to keep accurate records. Ability to communicate with individuals from varying backgrounds.

Minimum Education and Experience - Completion of high school and one year of experience which demonstrates attainment of the above listed knowledges, skills, and abilities.

Necessary Special Qualifications - Possession of a valid North Carolina Drivers License of the appropriate type.