

**Position Description: Preparator**

**Position Starting Date:** Immediately

## **ABOUT SJI**

The Social Justice Initiative (SJI) at the University of Illinois at Chicago advances racial and social justice by nurturing intellectual insurgency and furthering the production of knowledge that seeks to change the world. Our work is centered around connecting scholars and activists inside and outside of the university with community-based social change agents in our city, country, and globally.

The Chicago Justice Gallery (CJG) is a non-commercial arts space at the University of Illinois at Chicago developed as an extension of the Social Justice Initiative to support social justice artists and arts activism through exhibitions and public events. The gallery's focus is to serve as a bridge to connect scholarship, activism and educational arts with social justice themes.

## **ABOUT THE JOB**

The Social Justice Initiative is seeking a temporary position of a Gallery Preparator. In this position, the Preparator will be responsible for constructing and installation and deinstallation of exhibits at the Chicago Justice Gallery. This person will remove vinyl and exhibition graphics. They also handle the careful removal of artwork in the gallery. They work under general supervision of the Lead Preparator and SJI Director of Communication. Tasks include but not limited the following:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform various skilled and semi-skilled tasks including working with power tools, adhesives, and metals.
- Install graphics (such as vinyl lettering, photographs, labels, and drawings)
- Handle and maintain sensitive art and materials to be used in the exhibit
- Work with lead preparator to layout, organize and mount objects in the exhibit
- Assemble, prepare and assist in handling of fragile artwork and art elements
- Paints and/or constructs walls, platforms, pedestals, and other exhibit fixtures.
- Work with lead preparator to install and organize aspects of the exhibit activities
- Organizes, cleans and prepares display cases, exhibition, and gallery areas.
- Performs related duties as assigned

## **QUALIFICATIONS**

- Past history in exhibition installation and development within an art gallery or museum
- Familiarity with a variety of hardware, installation equipment, ladders, lifts, and safety protocols.

- Knowledge of the nature of materials generally used in exhibitions
- Knowledge of installation, materials and tools needed to complete exhibit
- Knowledge of techniques used to mount, move, and handle delicate art objects
- Knowledge of installing graphic arts, vinyl and other exhibition material
- Skill in using woodworking material and tools
- Ability to potentially lift heavy objects of 50lbs or less.
- Ability to communicate orally and in writing

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## HOW TO APPLY

Please email the SJI director of Communications, Essence McDowell, at [sjiuic@gmail.com](mailto:sjiuic@gmail.com). **Applications accepted on a rolling basis until position is filled.**

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. The University of Illinois may conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.