



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Facilities Manager/Preparator

EEO No. AA 1-17

**Paul and Lulu Hilliard University Art Museum
At University of Louisiana Lafayette**

Job Category: Unclassified
Full Time

Job Description: The Facilities Manager/Preparator is responsible for the installation of exhibitions and for the maintenance and care of special facility features at the museum. This position reports to the Collections and Exhibitions Manager to handle art preparation needs, and to plan, schedule, and follow a timeline to meet exhibition deadlines. The Facilities Manager/Preparator is the liaison to the university facilities department managing work orders, work requests and hiring/supervising the work of outside contractors.

Duties and Responsibilities:

- Submit work orders and requests to UL Facilities and monitor work.
- Obtain bids and negotiate vendor contracts as needed
- Manage installation and de-installation schedules in consultation with the Collections and Exhibitions Manager
- Work with Collections and Exhibitions Manager and Curator on the design of exhibition and object installations and lighting
- Manage the Museum's workshop, including maintaining inventory of general facilities and exhibition supplies, furniture, and equipment; and research and purchase tools, equipment, and general hardware supplies
- Provide supervision of temporary regular and student personnel who may assist with installations
- Performs other duties as assigned.

Qualifications:

- Experience in carpentry, property maintenance and project management
- Able to lift heavy objects, use ladders and power tools safely, drive a scissor lift.
- Ability to resourcefully solve problems and work flexibly and accurately under pressure in a fast-paced environment.
- Art handling, installation, and fabrication experience
- Familiarity with AV and digital technology a plus
- Knowledge of professional standards of care for artworks.

- Strong communication skills.
- A self-starter with the ability to work independently and interdepartmentally.

Compensation:

Commensurate with experience

Schedule:

Monday-Friday 8:30 am-5:00 pm Additional evenings and weekends as needed.

To Apply:

Send a cover letter, resume and three professional references to Cami Joseph, Assistant to Director, Hilliard University Art Museum artmuseum@louisiana.edu