

## **Art Handler/Preparator (Independent Contractor), National Gallery of Art, Washington, DC**

The National Gallery of Art is searching for an art handler/preparator to work as an independent contractor for a minimum of two years on its Rapid Capture Project. Start date is mid-September 2009.

The chief responsibilities of the Preparator include:

- Moving art in coordination with appropriate department and the Museum Registrar.
- Organizing and staging art in preparation for photography
- Locating art objects in TMS (collection management software) and exporting structured data
- Preparing excel worksheet for each group of art to be photographed

### **QUALIFICATIONS**

- Art Handling experience with works on paper required
- MS Office (including Word, Excel, PowerPoint, and Outlook) skills are required.
- Major in Art History and/or Art Museum work experience preferred.

Please contact Lorene Emerson <[l-emerson@nga.gov](mailto:l-emerson@nga.gov)> for more information.