

Museum Preparator (9632C), Art Mus & Pacific Film
Archive - 79327
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259336>

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Posted Jul. 15, 2025, set to expire Nov. 1, 2025

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| Job Title | Museum Preparator (9632C), Art Mus & Pacific Film Archive - 79327 |
| Department | Berkeley Art Museum and Pacific Film Archive |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jul. 15, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Arts/Museum/Theater |
| Apply Online Here | https://apptrkr.com/6359837 |

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

One of the nation's leading university museums, the University of California, Berkeley Art Museum and Pacific Film Archive (BAMPFA) is a forum for cultural experiences that transform individuals and advance the local, national, and global discourse on art and film. As the premier visual arts venue at America's top public research university, BAMPFA is uniquely dedicated to art and film in equal measure, presenting more than four hundred film screenings, dozens of public programs, and several exhibitions annually.

Position Summary

The Museum Preparator reports to the Chief Preparator in order to execute the installation, de-installation, packing, shipping, and receiving of artwork for exhibition display and collection maintenance. The individual in this position performs technical and skilled, preparatory work, including the installation and maintenance of exhibitions and individual works of art, from all periods and a wide variety of media. The Museum Preparator must be able to sometimes work independently with a minimum of ongoing supervision. The primary function in this position is the safe handling of all works of art in the museum, as it relates to exhibitions and collections planning as well as various duties as assigned as they relate to gallery display preparation.

Application Review Date

The First Review Date for this job is: 07/11/2025.

Responsibilities

- Fabricates and assembles temporary exhibitions and maintains and refurbishes permanent

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exhibitions. (Includes: construction and finishing of temporary walls and panels, cases, pedestals, frames; installation of art objects; mounting and installation of graphics; and other related activities).

- Prepares works of art for exhibition, shipping and storage. (Includes: mounting, wrapping, packing and transporting. Some occasional archival matting, framing if applicable).
- Installs and maintains technical equipment. (Includes: lighting instruments, video and audio equipment, electrified displays, kinetic sculpture, and monitoring devices).
- Maintain tools, equipment, and inventory of supplies.
- Assists designers, curators, registrar, and other museum staff as required. (Other duties as assigned.)

Required Qualifications

- Experience handling a variety of artwork media according to best practices.
- Experience using archival packing materials to properly secure and protect artworks.
- Attention to detail.
- Strong communication skills, both written and verbal.
- Work well as part of a team.
- Familiarity with a broad variety of hand and power tools.
- Basic carpentry skills.
- Ability to carry heavy loads of 50 lbs. as well as push/pull/lift loads adjacent and overhead.
- Ability to practice basic maneuvers while standing on step stools, ladders and scaffolding.
- Graduation from high school or a General Education Diploma; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Preferred Qualifications

- Experience in art exhibition installation.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in

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making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is Step 1 (\$25.14) - Step 6 (\$31.11).

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

This position is governed by the terms and conditions in the agreement for the Technical Unit (TX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/tx/index.html>

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they

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committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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