



## **COLLECTIONS MAINTENANCE ASSISTANT POSITION DESCRIPTION**

### **Organization Mission**

Engaging the community through art and nature.

### **Organization Overview**

Laumeier Sculpture Park is one of the first and largest sculpture parks in the country. Laumeier is an internationally recognized, nonprofit arts organization that is accredited by the American Alliance of Museums and operates in partnership with St. Louis County Parks. Laumeier presents more than 70 works of large-scale outdoor sculpture in a 105-acre park that is free and open daily. Laumeier serves approximately 300,000 visitors of all ages each year with presentations of art through a sculpture collection, temporary exhibitions, education programs, public events, and more. Laumeier is located in Sunset Hills, Missouri in St. Louis County.

### **Position Overview**

The Collections Maintenance Assistant is a seasonal, part-time, hourly, non-exempt position, reporting to the Chief Preparator and working closely with the Curator. The Collections Maintenance Assistant will primarily assist the Chief Preparator with maintaining Laumeier's outdoor Collection of more than 70 sculptures, including sculpture cleaning and care for the grounds that immediately surround each piece. The Collections Maintenance Assistant will also assist as needed on the installation and de-installation of Laumeier's temporary exhibitions (2 to 3 times per year). The schedule is 20-24 hours per week, March through October.

### **Duties + Responsibilities**

- Assist with performing maintenance on the Permanent Collection and works on loan to Laumeier
- Assist as needed with the installation of indoor and outdoor works
- Collaborate and maintain a good working relationship between Laumeier Sculpture Park and St. Louis County Parks staff
- Perform other related duties as required

## **Qualifications + Skills**

The ideal candidate is someone who enjoys physical work and being outdoors and who appreciates art and parks.

- Ability to operate light and heavy equipment
- Knowledge and skills in operating equipment such as impact driller/driver, trimmers, blowers, power washers and generators is a plus
- Knowledge of current safety rules and regulations pertinent to job duties and equipment utilized
- Knowledge of specific materials including bronze, aluminum, steel, wood, concrete, fiberglass and stone preferred
- Handling, packing/unpacking, transportation and storage of artworks
- Ability to communicate effectively both verbally and in writing with colleagues, vendors, and partners
- Flexibility and adaptability in a fast-paced work environment
- Dependable, organized, and detail-oriented
- Able to work in an independent and self-motivated manner, as well as part of a team
- Be able to interact politely and respectfully with a wide variety of stakeholders, including colleagues and the public
- Sensitive to both “big picture” and small details

## **Physical Demands**

- Ability to lift and carry up to 75 lbs. (i.e., load, unload and move supplies, medium- to heavyweight tools and equipment)
- Must be able to work outdoors year-round
- May be required to perform tasks at varying heights (i.e., climb ladders, etc.)
- Requires standing, walking, bending, stooping and reaching for extended periods of time (80% or more of the workday is standing on feet)

## **Education + Experience**

- Specialized training or experience in landscaping/groundskeeping preferred
- Interest in art/art handling preferred

## **Additional Requirements**

- Ability to pass a background check, including a check for criminal records
- Must be able to meet Laumeier's COVID vaccination requirements, which include providing proof of full vaccination

## **Compensation**

\$16/hr

## **Office Culture**

Laumeier is a small organization, with modestly sized departments and team members all work closely together. Laumeier offers flexible scheduling.

**Staff Core Values:** We believe in the importance and impact of art and nature. We encourage creativity and innovation. We value collaboration and teamwork. We rely on competency leading to quality and excellence. We stay true to our values by respecting our colleagues and maintaining accountability. We cultivate a welcoming, inclusive, and positive environment for staff, board, artists, students, and visitors

## **APPLICATION INSTRUCTIONS**

Interested candidates should email a cover letter and resume to [HR@laumeier.org](mailto:HR@laumeier.org) with the subject line "**Collections Maintenance Assistant.**" Please do not send additional supporting materials until they are requested. You will receive an acknowledgement of the receipt of your application.

Only applicants who move forward in the process will be contacted. We ask for understanding and patience. Please do not contact any staff members to check on the status of your application, and absolutely no phone calls.

## **Search + Timing**

The first round of interviews may be held on Zoom or in person. Finalists will interview in person.

Position open until filled. Anticipated start date: as soon as possible with flexibility to accommodate the hire's availability.

**Laumeier is an equal opportunity employer, committed to diversity, equity, inclusion, and anti-racism. Candidates of diverse backgrounds are strongly encouraged to apply.**

*Posted March 7, 2022*