



## MUSICAL INSTRUMENT MUSEUM

### **Position Title: Preparator – Mount Maker**

**The Mission of MIM:** The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

### **Position Summary**

The mount maker is a specialized position on the preparator team. This position reports to the Exhibits Manager and is part of the larger Curatorial and Collections Department. It is full time (36–40 hours per week) and includes benefits.

### **Primary Responsibilities**

- In consultation with curators, designers, and conservation team members, designs and fabricates mounts for the display of musical instruments and related objects
- Assists in the installation of objects for exhibition and in the de-installation of objects for various purposes
- Designs and fabricates storage mounts
- Assists in maintaining an inventory of supplies, tools, and materials for back-of-house fabrication spaces
- Maintains exhibit spaces with daily cleaning and monitoring of pests

### **Additional Responsibilities (as needed)**

- Works with other team members to ensure the proper handling and safety of objects during installation; ensures the safety of the collection in storage through routine storage inspection and monitoring
- Assists, as needed, in the installation of exhibit signage, object and audiovisual labels, graphic rails, mounts, pedestals, donor plaques, headers and subheaders and mural graphics
- Properly documents object location changes in MIM's collection database, TMS
- Assists with maintenance tasks (patching, painting, etc.) of exhibit spaces, as needed
- Assists in maintaining organized, clean, and functional spaces for exhibit prep, storage, and permanent and temporary object staging
- Manages and assists in selected special projects (museum wide) and performs other related duties, as assigned

## **Qualifications**

- BA in fine arts, studio arts, design, engineering, industrial design, conservation, or equivalent
- 3+ years of experience handling objects and designing/fabricating mounts, preferably in the museum setting
- Fabrication experience in a variety of common materials (machining, welding, brazing, woodworking, shop tool use)
- Basic ability to read and interpret CAD design drawings
- Must have strong analytical skills and ability to think critically
- Must be able to work independently and excel in a high performance, team-oriented culture
- Ability to multitask and show flexibility on day-to-day tasks
- Strong collaborative interpersonal skills
- Ability to lift up to fifty pounds and climb a stepladder
- Possess a valid driver's license

MIM offers an excellent benefit package to Team Members, including medical, dental, and vision insurances, life and disability insurances, and a 401(k)-retirement plan that matches your contributions up to 5% of pay. You will enjoy a work environment that is team-oriented, collaborative and focused on creating an amazing guest experience.

***Qualified candidates should submit a cover letter and resume via the link below:***

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101\\_000001&jobId=422383&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=422383&source=CC2&lang=en_US)