

# The Lubeznik Center for the Arts Exhibition Assistant Preparator INTERNSHIP

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## **ASSISTANT PREPARATOR**

Under the direction of the Exhibitions Curator, the intern Preparator plays a vital role in producing exhibitions, maintaining galleries, and performing various tasks in service of the LCA galleries, and mission. Availability to work some evenings for gallery prep, install, and receptions are required.

## **DUTIES AND RESPONSIBILITIES**

- Perform gallery assignments and preparation including;
  - General clerical and other duties as assigned
  - Assist with installation and de-installation of exhibitions
  - Prepare condition reports of incoming and outgoing art work
  - Assist in lighting of artwork
  - Creating and mounting title cards
  - Organize & inventory of gallery equipment & supplies
  - Assist & prepare for curatorial reviews quarterly
  - Maintain reception binder with updated exhibition information & materials

## **EXPERIENCE AND TRAINING**

Fine Arts or Arts Management experience in gallery or related setting preferred

## **SKILLS AND ABILITIES**

- Strong verbal, written, and interpersonal communication skills
- Mature pro-active approach to problem solving
- Ability to exercise patience and diplomacy with a wide range of clientele
- Meet deadlines while working on multiple projects
- Proficiency with PC operation systems, Microsoft Office, Adobe Photoshop, Adobe Illustrator, and In Design a plus



LUBEZNIK CENTER FOR THE ARTS  
101 W. 2ND ST.  
AT THE LAKEFRONT  
MICHIGAN CITY, IN 46360  
219.874.4900  
TU-FRI 10-5, SAT & SUN 11-4, CLOSED MON  
[www.lubeznikcenter.org](http://www.lubeznikcenter.org)