



## **Art Handler Job Description: Part-Time Flex**

### **Overview:**

Art Handlers are the backbone of fine art logistics. As an Art Handler, you will be responsible for applying your knowledge of the safe and secure movement of artworks and artifacts. You will assist in all aspects of preparation, packing, transporting, installation/deinstallation and storage of works for clients. The ideal candidate understands that the safety and security of artworks and of fellow team members is critical to both individual and company success. You will report to the Director of Operations and work daily under the supervision of the Special Projects Manager or other team lead. Art Handlers will be required to maintain a clean driving record and will regularly be required to drive company vehicles for installations in the immediate region.

### **Duties and Responsibilities:**

- Understanding and execution of art handling fundamentals and practices
- Inspect artworks prior to handling to ensure proper handling and demonstrates care when handling objects of various mediums
- Understanding of archival and other packing materials for various mediums
- Complete wrapping and packing of works for transport or storage
- Safely load and secure objects on/in company vehicles
- Move artworks to and from trucks, loading docks, storage facilities, client homes and businesses
- Maintain tool kit and be prepared for jobs as assigned
- Pickup and delivery of a wide range of works (sculpture, paintings, media) and mediums (i.e.: paint, mineral, organic)
- Installation and deinstallation of works as directed by clients in various settings: residential, commercial, corporate, institutional
- Professional installation of work, including use of proper tools and hardware
- May provide some recommendations on design and aesthetics when requested by clients
- Use good judgement in all aspects of the job
- Maintain Art Work's high expectations for customer service
- Complete required paperwork to ensure accuracy (work orders, inventories, bills of lading, and other required operational documents)
- Complete condition notes and documentation as required
- Demonstrate understanding and use of both paper and electronic forms, proprietary and operational software
- Drive locally and completes electronic logging as required. CDL license not required. Some overnight travel may be required
- Communicate with project managers, team members and dispatch personnel as needed to efficiently complete requests and update management or clients
- Maintain compliance with all local, state, and federal regulations



- Adapt to new working conditions, equipment, procedures and methods
- Maintain a clean, safe and respectful work environment both at the warehouse and in the field
- Must adhere to proprietary agreements: confidentiality, non-disclosure, privacy, security, non solicitation, and other employment provisions, as required to maintain the utmost in security

**Required Qualifications:**

- 2+ years of art handling experience in a museum, gallery, artist studio, private collection or similar environment
- High school diploma/GED required. Bachelor’s Degree in studio art, museum studies, or related art field is preferred
- Familiarity with standard museum practices, terminology, and art history
- Must pass complete background check
- Must be able to complete TSA CCSF training and obtain an STA (Security Threat Assessment) number
- Possess driver’s license and maintain a clean record
- Compliance with DOT commercial driver requirements (non-CDL)
- Proficiency with hand and power tools
- Working knowledge of outdoor sculpture materials
- Ability to carry out work required in lifting and transporting artworks
- Must be able to lift at least 50 pounds, and up to 100

**Preferred Experience:**

- Forklift certification
- Rigging experience
- Awareness and understanding of mounts, supports and structures. Mount-making or framing experience a plus.

**Position Type and Hours Worked:**

The position currently available is part time/flex. Candidates who are most successful in this role are often practicing artists. The Art Work team has a deep connection to our local artist community and actively seeks candidates from this talented group of individuals. The opportunity for full time work exists, and the company generally offers these positions to our part time/flex workers first.

**Equal Opportunity Employer:**

Your gender, your sex, your faith, your age and your skin color don’t matter here. Art Work Fine Art Services seeks diverse backgrounds and perspectives and strives to offer equal opportunity to all smart, hard-working, dedicated people. Come as you are.

**How to Apply:**

Email: [Work@artworkfas.com](mailto:Work@artworkfas.com)