Newark Museum
Position Announcement

Lead Painter

**Background:**
Founded in 1909, the Newark Museum (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.

**Position Objective:**
Performs a variety of Museum functions including painting, driving, maintenance, and cleaning tasks in accordance with the needs of the Museum.
**Specific Duties and Responsibilities:**
- Performs painting assignments and preparation of areas for painting including patching/sanding/taping.
- Responsible for driving museum vehicles, escorting staff and property.
- Provide proper protection and clean-up of unpainted finishes and job site.
- Works independently and coordinates with other in-house technical staff and contractors to achieve Museum objectives and standards.
- Responsible for cleaning assignments and routine maintenance tasks.
- Provides set-ups for special programs, moving office furniture and other museum fixtures.
- Responsible for handling art objects in an appropriate manner.
- Orders and specifies necessary supplies and materials to complete assignments.
- Maintains inventory of paint and supplies. Keeps detailed records of paint colors.
- Other duties as assigned.

**Qualifications:**
Minimum 3 years painting or driving experience in an institutional or contractor setting. Must have the ability to follow written directions. Must be able to lift items with a minimum weight of 50lbs. Use of necessary hand tools, power tools, ladders, and hydraulic lifts to perform assignments. Must possess valid NJ driver’s license. Must maintain a good driving record. High school diploma or equivalent required.

**Salary: $20.33 per hour**

Send letter of application and resume to:

Human Resources
The Newark Museum
49 Washington Street
Newark, NJ 07101
Fax#: 973-642-0459
Email: humanresources@newarkmuseum.org

The Newark Museum is an equal opportunity employer.