

# Minnesota Street Project

**Position:** Lead Art Handler (In-House Focus), Art Services

**Status:** Full-time | Non-Exempt | Hourly

**Compensation Group:** Experienced

**Compensation Range:** \$37.49 - \$48.18

**Hiring Range:** \$35.00 hr - \$42.00 hr

**Reports to:** Head Art Handler / Director of Collection Care

**Hours:** Monday – Friday, 9:00am – 5:30pm (with availability for 8:00 am starts and 6:30 pm ends, occasional weekends and overnight)

Minnesota Street Project Art Services, founded & headquartered in San Francisco since 2016, is the Bay Area's fastest growing and most innovative provider of highest quality art storage, installation, packing, crating, transportation, and solutions. Our clients include private collectors, galleries, and institutions who value our emphasis on customer relationships, collection care, and creative problem solving.

As part of the Minnesota Street Project and affiliated with the Minnesota Street Project Foundation, 100% of our profits are used to support the visual arts ecosystem in the Bay Area.

## Job Summary:

Minnesota Street Project is currently seeking a full-time Lead Art Handler (In-House focus), with expert art handling skills, to join our team of arts professionals. The Lead Art Handler will exhibit a friendly and approachable demeanor with all Minnesota Street Project clients, staff, and vendors, acting as a positive ambassador for the Art Services department, as well as the overall Project. This person must value teamwork, collaboration, and community. This person will demonstrate an understanding of Diversity, Equity, Inclusion, and Access in the arts and in our daily lives and has cultural flexibility/agility and a commitment to fostering a respectful and inclusive work environment.

## Responsibilities:

- Ensure strong communication is facilitated, deadlines are continually met, and has a keen eye for detail.
- Lead in-house crew in daily work orders (packaging and handling artwork) and installs for client viewing room appointments, stage outgoing artworks, anticipate incoming shipments by designating spaces in advance of deliveries, and assist with loading and unloading of trucks for shipments and field jobs.
- Move objects safely across our storage campus, maximizing spatial utilization while maintaining artwork safety.

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- Assist the Collection Care Department and Registration team with assessing and labeling artworks; condition report artworks on an as-needed basis.
- Demonstrates equal amount of care and diligence on all tasks, big and small. Takes ownership and gives final approval that work has been completed to best of their abilities for next steps.
- Self-starter, constantly looking for projects for warehouse maintenance as well as ways to improve storage and work flow often in communication with various MSP departments and staff.
- Lead training exercises on packing, handling, and installation techniques as necessary.
- Keep storage and our campus warehouses consistently clean, useable, and client-ready, bringing a proactive approach; inventory and ready supplies for field teams; administer reuse and recycling policies.
- Prioritize the safety of personnel and artworks, adhering to company operational guidelines at all times.
- Assist in upkeep of in-house equipment and systems including forklift and HVAC.
- As-needed field work including packing, delivery, and installation of artworks in client's homes, offices, and galleries.
- Drive company fleet vehicles including box trucks and sprinter vans for in-house and field-job related tasks.
- Assist the crate shop as needed. Shuttle opportunities available outside of Bay Area.
- Attend weekly department meetings, as well as occasional company-wide meetings and trainings.
- Perform other related duties as required.
- Available to work 5 consecutive days of the week, between the hours of 8am and 6pm, and occasionally beyond.

## **Required Skills, Abilities, and Experience:**

- Minimum 3 years of experience in a museum, gallery, or art shipping organization; demonstrate expertise in art handling techniques, packing, crating, and storing protocols, as well as client relations and team communications.
- Art transportation and shipping knowledge; valid CA license and ability to drive a 16 – 26' box truck.

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- Professional commitment and adaptability; willingness to safely shift directions for the need of the artwork or client, in a moment's notice.
- Experience operating material moving equipment (VRCs, forklifts, scissor lifts, material lifts, gantries, and pallet jacks).
- Outstanding communication (verbal and written) and ability to take direction and ask for assistance, as needed, ensuring projects stay on schedule.
- Demonstrate concern for detail, accuracy and precise execution of work, all while being adaptable and willing to learn a new direction or skill.
- Work well independently and as a team; gracefully shift between work across our campus, client, and office settings, whilst communicating along the way.
- Ability to safely lift 50+ lbs individually and 75+lbs as a team.
- Proficient with iPad and PC Tablets. Comfortable using computer databases.

## To Apply:

Please email resume with the subject line "**Lead Art Handler (In-House Focus) – Last Name**" to [artservicesjobs@minnesotastreetproject.com](mailto:artservicesjobs@minnesotastreetproject.com). No calls, please. Thank you for your interest in Minnesota Street Project.

## Benefits:

Minnesota Street Project offers a competitive benefits package that includes Medical, Dental, Vision, LTD, AD&D, Paid Time Off and Parental Leave, Retirement Savings, 401-k Plan, and Pre-Taxed Commuter and Childcare Benefits.

## Equal Opportunity Employer:

Minnesota Street Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.