

Minnesota Street Project

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

Status: Full-time | Non-Exempt | Hourly

Compensation Group: Experienced

Compensation Range: \$ 31.00 - \$40.00 per hour

Hiring Range: \$25.00 - \$35.00

Reports to: Head Art Handler / Director of Collection Care

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

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 seeking a full-time Art Handler (with In-House focus), with expert customer service, art handling and transportation, and packaging skills to join our team of arts professionals. This person 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.

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Essential Responsibilities:

- Enthusiastically and diplomatically work in tandem with all team-mates; Offer respectful communication to all team members and clients, ensure deadlines are continually met, and has a keen eye for detail.
- Assist in daily work orders (pack and handle artwork), install artwork for client viewing room appointments, stage outgoing artworks, anticipate incoming shipments by designating spaces in advance of deliveries, and transports artworks safely within our campus as needed
- Look ahead at upcoming jobs on the calendar and ensure that you are familiar and prepared to execute the full scope or consult with the project manager if there are any uncertainties.
- Assist the Registration & Project Management teams with assessing and labeling artworks; condition report artworks on an as-needed basis.
- 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, always adhering to company operational guidelines.
- Be prepared to fill in 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, operations and other MSP departments as needed.
- 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 2 years' experience in a museum, gallery, or art shipping organization; demonstrated expertise in art handling techniques, packing, crating, and storing protocols, as well as client relations and team communication.
- Art transportation and shipping knowledge; valid CA license and ability to drive a 16 – 26' box truck.
- Willingness to safely shift directions for the need of the artwork or client, in a moment's notice.

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- Experience operating material moving equipment (VRCs, forklifts, scissor lifts, material lifts, gantries, and pallet jacks).
- Outstanding communication 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.
- Excellent communication skills, both verbally and written.
- 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 “Art Handler (In-House Focus) - Last Name” to 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.