

**Seeking Part Time Set  
and Exhibit Designer  
for the Art Museum at  
the National Hispanic  
Cultural Center**



The part-time Set and Exhibit Designer is responsible for a range of collaborative duties related to the design and execution of museum exhibitions and collections care. They will work closely with the Visual Arts team to conceptualize the visual identity of exhibitions as well as the design and appearance of the galleries. They will prepare artworks in a variety of media for display; sort objects not on display; assist with preparing works of art entering and leaving the museum; pack and unpack art objects; keep adequate related supplies on hand; instruct others on proper handling and preparation techniques; build art storage and shipping containers and/or assist with contracts for outside assembly of such; build mounts, pedestals, and other fixtures for artwork display, prepare art via matting, mounting, and framing; facilitate the painting of the galleries and technological needs for exhibits, install exhibitions in the galleries; install labels and didactic wall copy; and assess the need for museum maintenance and repairs.

The Set and Exhibit Designer should demonstrate knowledge of art handling and preparing artwork for exhibition; and designing, fabricating, constructing and installing museum exhibits. Ideal candidate will have knowledge of wood working, metal working, casting and electrical circuits; artistic material and processes; lighting techniques.

Please email resume and cover letter to Jadira Gurulé at [Jadira.Gurule@dca.nm.us](mailto:Jadira.Gurule@dca.nm.us) by June 30 for best consideration.

For questions, please contact Jadira Gurulé [Jadira.Gurule@dca.nm.us](mailto:Jadira.Gurule@dca.nm.us).

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Visual Arts museum  
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