

## Shop tech / Crate Builder

### The Company

Porter Art Services is a New Orleans based company serving the Gulf South and beyond. We offer art handling and installation, fine art shipping, custom crate building, fine art storage and collections management, fabrication and design as well as exhibition design.

### Job Duties

- **Carpentry** - Building custom fine art shipping crates to in house guidelines, fabricating walls and pedestals for art exhibitions, custom fabrication projects
- Properly pack objects for safe transport using in house guidelines
- Crate shop materials inventory
- **Warehouse assistance:** receiving and releasing artworks from 3rd party shippers
- **Cataloging:** Use Porter's cataloging program and procedures to keep good records
- Local driving, 18 and 26 foot box trucks (CDL is NOT required). Clean safety record & MVR
- Occasional off-site carpentry / install at art institutions and residences
- Occasional travel for install / crating
- Art Handling

### The ideal candidate would have:

- Ability to work to a deadline, with some overtime as needed
- Two or more years previous experience in related employment preferred; experience with art handling
- Experience in fine art crating is preferred, but training is available for candidates with woodworking/carpentry/construction skills
- Knowledge of best practices for wrapping and packing 2-D and 3-D objects including how to pack a slat crate, travel frame, shadow box, slipcase, cavity pack, and standard crating techniques
- Must have a valid drivers license and reliable transportation
- Punctual & presentable, good communications skills
- Ability to work independently as well as part of a team- In this role you will sometimes be alone on site and sometimes as part of a team. Good candidates for this position should be able to switch between these two scenarios easily
- Must be comfortable working with people of all backgrounds, ethnicities, gender identities, and sexual orientations

Start Date: early January 2024

This position is for an independent contractor 1099. (part time and full time positions available)

Compensation: \$23 - 27 an hour, depending on experience

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply.

To apply please send a resume and cover letter to [contact@porterartservices.com](mailto:contact@porterartservices.com)