



Approved By:	<i>Jon Tupper</i>
Date Approved:	<i>April 2019</i>
Reviewed:	

<b>Job Title</b>	<i>Gallery Preparator/Technician</i>
<b>Reports To</b>	Manager of Collections & Exhibits
<b>Work Setting</b>	5 days per week, Monday – Friday 9-5
<b>Remuneration</b>	<i>Union position CUPE Local 410, pay grade 5, \$24.27 per hour</i>

### **Key Responsibility**

The Gallery Preparator/Technician is directly responsible for the installation, de-installation and maintenance of exhibits, assisting with the planning and development of exhibits and a vital member of the Collection/Exhibition and Information Technology team. The Gallery Preparator/Technician assists with and oversees collection care and handling as well as ensures the highest standards of care for the AGGV's collections and borrowed objects, while on display, in transit or in storage.

### **Duties and Responsibilities**

- The Preparator performs exhibition installation and de-installation including, among other areas of support, assembling, framing and mounting works of art; packing/unpacking objects and exhibitions; construction of walls, cases, furniture and models; painting; lighting; and minor electrical work.
- As a vital member of the Collections team, assists with collection care, management and handling as required in consultation with the Manager of Collections & Exhibits and Registrar.
- Works with the IT Administrator and others in the development and implementation of the interactive and audio visual element of the exhibitions.
- Installs and maintains the interactive and audio visual elements
- Prepares and installs exhibition labels.
- Maintains and cleans exhibition displays.

- Coordinates relevant contractors, interns and volunteers as required in the production of exhibits, events and Gallery programs.
- Assists with condition reporting as required.
- Assists with retrieval of collection objects and their return to storage.
- Assists with the design and construction of storage mounts and systems and packing systems.
- Matts and frames works from the Gallery's collection and borrowed works.
- Receives and prepares traveling exhibitions and loans, including packing and unpacking crates; loading and unloading trucks; and assisting with the coordination of shipping as required.
- Updates Gallery collections database as required for information pertaining to location, shipping and exhibit and loan usage.
- Performs duties relating to the safe storage of works of art including art handling, design and implementation of storage systems, monitoring of storage environment for climate, pests and other hazards, maintenance and upkeep of monitoring systems and records.
- Assists with installation of other gallery exhibitions from time to time such as Art Rental & Sales and Education Program installations offsite and onsite when additional help is required.
- Responsible for the installation and maintenance of the galleries lighting systems and overseeing adequate materials, within budget limits, for the lighting of exhibition spaces to recognized professional standards.
- Responsible for management and organization of the Gallery's workshop and its various supplies and equipment. This requires maintenance of machines, ensuring their safe operational order, ordering and maintaining supplies, within budgeted limits, and training others on the safe use of equipment and supplies as required.
- Operation of the Gallery vehicle as well as rental vehicles as required to deliver and pick up works of art and artifacts, and supplies.
- Knowledge of safe methods of transporting art and artifacts.

## *Communications / Reporting*

### **Internal**

- The Preparator/Technician reports to the Manager of Collections & Exhibits and is a member of the Collections/Exhibits and Information Technology team.
- The Preparator/Technician maintains effective communications with other members of the AGGV staff and fulfills requirements as a member of a larger team that includes all departments of the Art Gallery in the preparation of exhibitions, programs and events.
- The Preparator/Technician, in consultation with the Manager of Collections & Exhibits, coordinates and supervises other preparation staff, volunteers and contractors as required.

### **External**

- The Preparator/Technician maintains communication with the museum community as required for the performance of their duties and the responsibilities of the position. The Preparator/Technician maintains an awareness of current issues and professional standards as they relate to the position and works to improve their professional standards whenever possible.
- The Preparator/Technician maintains effective communications with artists, lenders, donors and others in the course of their duties.
- The Preparator/Technician maintains communications with suppliers and contractors as they pertain to the maintenance and production of exhibitions, programs and events.

## **Qualifications**

- A minimum of 5 years' experience working in gallery or museum exhibition preparation work
- Experience in all aspects of major art /museum exhibition installation, handling, shipping and de-installation.
- Proven experience with and training in modern museum quality archival matting and framing techniques as they pertain to the matting and framing of a variety of historical formats, medium and materials and a thorough understanding of modern conservation science as it supports archival framing techniques and media.
- Experience with exhibition design from the design stage through planning to completion.

- Experience working with a variety of common computerized office programs (Word, Excel, Outlook etc.)
- Experience with and knowledge of modern interactive exhibit elements and computers systems including sound and projection systems as well as computers and software which support video, sound and image editing and design software.
- Working knowledge of international and national standards for preventative conservation and care and handling of museum and gallery collections.
- Minimum Class 5 BC Drivers license with a safe driving record required and experience operating a commercial vehicle is an asset.
- Experience loading and unloading valuable and fragile objects into and from commercial vehicles as well as experience with and knowledge of proper shipping, packing, handling and transporting techniques.
- Any formal training in carpentry, electrical or other 'trades' is considered an asset.
- Any formal training in WIMISS and Work Safe procedures and requirements for working with heavy loads, operating shop equipment and working with volatile materials, paints and adhesives is considered an asset.
- Experience with and understanding of modern museum and gallery lighting equipment and techniques.
- Proven Experience managing supplies and budgets particularly as this relates to maintaining a productive and busy workshop and an inventory of gallery exhibition lighting equipment and accessories.
- Experience handling and installing valuable and fragile museum and gallery objects.
- Experience working with curators, artists and others as part of a team in a time sensitive production environment to produce world class exhibits and programs.
- Experience with modern environmental monitoring devices and security systems as commonly used in museums and galleries to monitor and secure collections and exhibits.