



Approved By:	<i>Nancy Noble</i>
Date Approved:	<i>December 2018</i>
Reviewed:	<i>September 2022</i>

Job Title	<i>Gallery Preparator</i>
Reports To	<i>Manager of Collections & Exhibits</i>
Work Setting	<i>Temporary Part Time Contract January 3, 2023 to June 2, 2023 – Specific details below.</i>
Remuneration	<i>\$21.21 per hour. This is a unionized position - CUPE Local 410, pay grade 3.</i>

Position Summary

The Gallery Preparator is responsible for assisting with the installation, de-installation and maintenance of exhibits, special events and programming and is a vital member of the Collection/Exhibition team. This position also assists with collection care and handling as required and ensures the highest standards of care for the AGGV's collections and borrowed objects, while on display, in transit or in storage.

This position is a temporary part time position of 21 hours per week. During the following peak periods of exhibition turnover, 35 hours per week will be required:

1. January 3, 2023 to January 27, 2023
2. March 6, 2023 to March 24, 2023
3. April 11, 2023 to June 2, 2023

Responsibilities

- The Gallery Preparator requires sensitivity to the fragile and irreplaceable nature of art and artifact collection and the mandate of a public art institution serving the community.
- This position works with the curatorial team at the Art Gallery of Greater Victoria and works closely with the curators in carrying out many of the above functions.
- This position works closely with other Gallery staff for special events and exhibitions.
- This position may interact with suppliers, contractors, artists, curators, registrars and Preparators from other institutions as well as Gallery donors, members and the public, both in writing and verbally as well as using electronic and computer based means to transmit and receive information and communications.
- Assists with matting and framing as required.
- Assists with exhibit installation and take down.
- Assists with traveling exhibit preparation, crating and packing.
- Assists with collections management duties relating to safe handling and storage of works of art and artifacts.

Communications & Reporting

Internal

- Reports to the Manager of Collections & Exhibits and is a member of the Collections/Exhibits team.
- Maintains effective and professional 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.

External

- Maintains an awareness of current issues and professional standards as they relate to the position and works to improve their professional standards whenever possible.
- Maintains effective communications with artists, lenders, donors and others in the course of their duties.
- Maintains communications with suppliers and contractors as they pertain to the maintenance and production of exhibitions, programs and events.

Qualifications, Experience & Education

- Minimum 2 yrs experience working with collections of art or artifacts;
- Minimum 2 yrs experience in trades, basic construction, carpentry, electrical, and lighting systems;
- Experience with a variety of audio visual systems and equipment and using appropriate computer systems and software, related to audio, video and internet technologies relevant to the production of art installations and events;
- Experience with matting and framing works of art;
- Experience and knowledge of national and international museum standards and practice particularly as they relate to professional handling, preparation, exhibition and storage of works of art or artifacts;
- Formal training in trades relevant to the field (e.g. carpentry, electrical etc.) and museum studies desirable.

Working Conditions

- Will be able to climb ladders, lift objects up to 50lbs and safely handle sometimes large or heavy crates, museum objects or work materials.