



We're Recruiting For...

Gallery Preparator

A summary of key responsibilities for this full-time position (37.5 hours per week) include:

- the preparation and physical installation and dismantling of approximately 14-18 art exhibitions annually;
- planning and coordinating; constructing display furniture; advising on appropriate installation strategies and methods; repairing and painting walls; physically installing works of art safely and securely; installing signage and labels; lighting works of art to conservation standards;
- monitoring and maintaining exhibitions regularly, fixing installation issues, and reporting any condition issues arising;
- collaborating with co-workers to ensure effective installations and the safe handling, documentation, and storage of the Gallery's collection of Canadian art.

The ideal candidate will have:

- **Two years or more experience with handling art and installing exhibitions;**
- Bachelor's Degree with relevant courses in fine arts, art history, design, museum studies or a suitable combination of education and additional years of relevant work experience;
- Experience with carpentry, interior painting, audio-visual technology and equipment, digital photography, videography, using computers including MS Word, Excel, and email;
- Excellent communication skills including ability to liaise with artists and curators about goals or their installations;
- Strong time management, organization, and attention to detail;
- Awareness and commitment to working safely for self and co-workers;
- Ability to work at heights of up to 9 meters (Certificate in fall arrest and aerial work platforms);
- Ability to sustain physical activities including standing, walking, sitting, bending, reaching, and strength and mobility required to lift up to 25 kg and experience using handling equipment like pallet-jacks, dollies, and forklifts to safely move objects exceeding 100 kg;
- Ability to prioritize multiple projects and tasks and to work independently and as part of a team;
- Ability to supply a clear criminal record check and a valid driver's license;
- Project management experience and bilingualism (French/English) would be considered assets.



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

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How To Apply

Please submit a resume and covering letter detailing interest, experience, and qualifications to

Kevin Rice, Director of Confederation Centre Art Gallery,
by email to krice@confederationcentre.com

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: 5 p.m. Tuesday, August 25, 2020

Posted Date: **Wednesday, 12 Aug 2020**

Union Jurisdiction: IATSE 906B

Classification: Conservator and Display Technician

Wage Scale: **as per collective agreement**