

**ASSISTANT PREPARATOR & FACILITIES OPERATIONS SUPPORT**

Deadline for applications: Thursday, March 21, 2019, 5 pm

Compensation: \$31,500 CAD per year, 35-hour work week, with occasional overtime or flexible hours

Term of employment: 52 weeks from Monday, May 6, 2019 to Friday, May 1, 2020

Location of work: Art Gallery of Sudbury, 251 John Street, Sudbury ON P3E 1P9

**POSITION DESCRIPTION**

This is a project-funded, temporary, full time opportunity (for one year) for an Assistant Preparator & Facility Operations Support position. The position is bilingual-preferred, English and French. The position is a management training opportunity and will assist with indoor and outdoor requirements to support the Art Gallery's artistic, community and business activities in its current location, the Bell Mansion, under two main areas of activity:

ASSIST WITH EXHIBITION PREPARATION, INSTALLATION AND CIRCULATION: installation design; preparation of exhibition space; installation of exhibitions and projects; maintaining the inventory of all gallery equipment, tools and installation hardware; circulation of exhibitions by regional, Francophone and Aboriginal artists to small and medium sized galleries, regionally and provincially.

ASSIST WITH MUSEUM STANDARDS SUPPORT AND FACILITIES OPERATIONS: daily checks on museum environment; regular facility reviews; follow up with general maintenance and repairs to the facility; and liaise on Bell Mansion Building Management System.

**INTERN QUALIFICATIONS**

(Assessment is based on letter of intent, resume of related experiences, and references supplied)

- Post-secondary education in Architecture, Art History, Fine Art, or Museum Studies; Building Environmental Systems Operator Class 2 certification; and/or appropriate combination of education and experience.
- Highly effective verbal, listening, and written communication skills; excellent communication in both English and French, interpersonal and analytical skills.
- Prior work or volunteer experience in or with a heritage organization, architecture or site.
- General building and painting skills, both indoors and outdoors.
- Ability to work and communicate safely, demonstrating mutual respect, with no participation in any harassing or discriminatory behaviour; ability to maintain effective working relationships internally and externally, which includes demonstrating a pleasant, courteous and professional demeanor and presence at all times; ability to work collaboratively in a team environment with artists and staff.

- Ability to work independently, safely, and under close supervision, or as assigned; bring projects to completion in a timely manner; superior troubleshooting and analytical capacity; strict attention to detail and the ability to meet multiple deadlines.
- Shipping and receiving experience an asset.
- Must have a current/valid driver's license and a clean driving record.
- A satisfactory police check is required.
- Security training an asset.

### **COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES TO BE GAINED DURING THE INTERNSHIP**

(Informs the position's work plan)

- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Understand maintaining integrity of heritage buildings, art work and preparatory process; safely handle art objects and display units.
- Ability to work indoors or outdoors as required; to work at heights and on ladders in a safe manner; patching, sanding and painting to wall height of up to 16 feet.
- Understand new media and technologies related to contemporary artistic practices; historical and traditional art practices; knowledge of art display materials and techniques and use of related tools and equipment.
- Ability to carefully and safely move objects under direction of and in collaboration with other staff.
- Knowledge of different computer platforms including new media.
- Knowledge of the techniques used in museum exhibition management and preparation.
- Current and demonstrated knowledge of art exhibitions, loans, maintenance and storage of art collections.
- Current and demonstrated knowledge in packing/shipping and inspection of art objects.
- Understanding of exhibition lighting design (exhibitions, photography, film).

### **ACCESSIBILITY RESTRICTIONS**

The Art Gallery of Sudbury | Galerie d'art de Sudbury is currently housed in a four-storey heritage building (built 1907) that limits physical accessibility. The first floor can be made accessible to wheelchairs and other assistive devices through the garage and into the main floor gallery. Public washrooms (basement), Gallery II (second floor), and the Administrative Offices (third floor) are not accessible.

**WORKING CONDITION REQUIREMENTS**

- Ability to physically move, carry and/or maneuver objects weighing up to 25lbs.
- Ability to reach and retrieve over-head objects weighing up to 25lbs.
- Ability to work both indoors and outdoors as required.
- Ability to bend or stoop.
- Ability to work in a dusty and noisy environment.
- Ability and skill to provide basic to complex information, verbal or written related to the performance of essential functions.
- Occasional local and out-of-town travel for meetings and conferences (personal vehicle or company vehicle).
- The above statements are intended to describe the general nature and level of work being performed by the candidate(s) of this job.
- The essential functions are not intended to be an exhaustive list of all responsibilities and activities required of the position.
- The job description is not a contract for employment.

**APPLICATION REQUIREMENTS**

- Letter of interest
- Resume of related education and experience
- Three professional references (Phone and email contact)

Please submit the application requirements by direct email with the subject line “ASSISTANT PREPARATOR & FACILITIES OPERATIONS SUPPORT” to the following coordinates:

Email: [Collections@artsudbury.org](mailto:Collections@artsudbury.org)

All applications will be assessed and ranked according to the requirements outlined above in this job posting. We thank all applicants for their interest; however, only those selected for an interview will be contacted.