

ART GALLERY OF SUDBURY | GALERIE D'ART DE SUDBURY

Posting effective June 20, 2018 until July 23, 2018 at 5 pm

EXHIBITION PREPARATION INTERNSHIP

CONTRACT POSITION:	52 weeks, ideally starting September 4, 2018
REMUNERATION:	\$17.30 per hour
DEADLINE FOR APPLICATIONS:	Monday, July 23, 2018, 5 pm
LOCATION OF WORK:	Art Gallery of Sudbury, 251 John Street, Sudbury, and off site locations as required

The Art Gallery of Sudbury seeks an Exhibition Preparation Intern for the period September 1, 2018 through August 30, 2019.

SUMMARY OF RESPONSIBILITIES

Under the direction of the Director | Curator, the Exhibition Preparation Intern will be involved in the development, care and presentation of Gallery programs and exhibitions in the area of exhibition coordination, fabrication and installation, as needed. This position works closely with the Collections Intern.

The incumbent will work with Gallery staff, artists and curators in an effort to realize the highest standards of art preparation, presentation and exhibition in keeping with the Gallery's and the exhibiting artist's requirements.

The position supports the activities areas of exhibitions, traveling exhibitions and permanent collections, on and off site as required.

The incumbent will also coordinate shipping arrangements for incoming/outgoing loans, installation, correspondence with artists, collectors and institutions, and completing/coordinating special projects for the curatorial team, while supporting the mission, vision and core values of the Art Gallery of Sudbury.

ESSENTIAL FUNCTIONS:

Prepare and install art gallery exhibitions and special projects, which may include but are not limited to:

- Installation of exhibitions.
- Correspond with artists, collectors and/or institutions for loans and for shipping arrangements.
- Handling, packing, movement, and inspection of all objects entering or leaving establishment, excluding permanent collections.
- Loads and unloads art shipments.
- Provide information for special installation instructions for all artworks including 2-D, new media, sculpture, and installations.

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- Prepare exhibition loan agreements with artists, collectors and/or institutions, which are in compliance with internal procedures or protocol.
- Conduct condition reports for all exhibitions except for the permanent collection.
- Ensure compliance with established insurance regulations and/or protocol in the movement, packing, and shipping of borrowed objects
- As needed, identify and engage outside vendors for rigging, packing, crating, and shipping.
- Assist with special initiatives/exhibitions by curatorial team and educational team, as needed.
- Construction of pedestals, cabinets, cases as needed.
- Build temporary walls for exhibitions
- Transport artwork
- Attend meetings
- Provide information to other departments, as needed.
- Maintain workspace for incoming/outgoing loans
- Manage inventory of equipment, pedestals and other materials for museum display, exhibition hardware and packing material
- Organize, maintain and store tools and materials safely.
- Consulting/collaborating with other personnel to develop and initiate most practical methods of packing and shipping fragile or valuable objects.
- Functions as courier or designate courier for loans.
- Assist with the set-up of A.V. equipment for art installations, including power amps, digital video projectors, Smart monitors / TVs, and different computer platforms (Mac and PC).
- Other duties as assigned.

EXPERIENCE AND EDUCATION

- Graduate of a post-secondary museum studies, studio art or visual arts program, or program applicable to the position requirements, and looking for an employment opportunity in the field.
- Prior direct/hands-on experience working with temporary exhibitions, loans, and maintenance and storage of collections and/or applicable, relevant experience in a film production environment highly desirable.
- Prior experience in construction, cabinet making, and/or installation of electronics highly desirable.
- Experience with scheduling and supervising packing, shipping, condition reporting and object movement desired.
- Knowledge of current legal and ethical standards of transactions with art museums.
- Must have a current/valid driver's license and a clean driving record.
- A satisfactory police check is required.
- Bilingual English and French is preferred.

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

- **Highly effective verbal, listening and written communications skills** with the ability to communicate clearly and effectively with all levels and with all people and groups, in order to clearly and effectively exchange and provide information.
- Ability to work and communicate safely, demonstrating mutual respect, with no participation in any harassing or discriminatory behaviour.
- Developed ability to carefully and safely move objects under direction of and in collaboration with Collections Intern.
- Patching, sanding and painting to wall height of up to 10 feet.
- Working well and safely on ladders and at heights (indoors, possibly outdoors).
- Lighting design (exhibitions, photography, film)
- Proven ability to work independently and under close supervision, or as assigned, and to bring projects to completion in a timely manner.
- Ability to maintain effective working relationships internally and externally, which includes demonstrating a pleasant, courteous and professional demeanor and presence at all times.
- Knowledge of different computer platforms including new media.
- Ability to work indoors or outdoors as required.
- 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 the packing/shipping and inspection of art objects.

The candidate must have proficient knowledge in the following areas:

- Effective organizational skills, in order to complete assignment and/or projects as required.
- Highly collaborative, interpersonal and problem-solving skills, in order to quickly, professional and effectively resolve a wide-range of issues/problems.
- Strong analytical and decision making skills in order to serve the key functions of registration and the handling/packing/movement and/or inspection of art objects.

Adhere to appropriate professional standards of conduct and ethics, including but not limited to:

- Confidentiality
- Integrity and honesty
- Ability to follow directives
- Ability to adapt to changing work environments
- Cooperates and works respectfully with others
- A “can-do” attitude; participates in pro-active problem solving
- Attends to assigned job duties and participate in meetings as required
- Ability and willingness to perform other work-related duties as assigned.
- Must have a current/valid and clean driving record

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WORKING CONDITIONS

- Ability to physically move, carry and/or maneuver objects weighing up to 50lbs.
- Ability to reach and retrieve over-head objects weighing up to 25lbs.
- 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.

Working Conditions, Special Conditions of Employment

- Able to work flexible working hours when necessary, including weekends and after-hours work. Willing to travel offsite, with some overnight stays

Accessibility Restrictions

The Art Gallery of Sudbury | Galerie d'art de Sudbury is housed in a heritage building 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.

Application Requirements

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

Please submit by direct email to the attention of the Director | Curator with the subject line "Exhibition preparation intern" at the following coordinates:

Email: Collections@artsudbury.org

We thank all applicants for their interest; however, only those selected for an interview will be contacted.