

## **GALLERY INSTALLATION TECHNICIAN**

Rate of compensation: \$19 per hour

Part-time position: 12-14 weeks a year, two-week intervals scheduled in advance, with occasional one-day requirements on- and off-site

Deadline: December 17, 2019

Apply by email as stipulated at the end of this document

The Art Gallery of Sudbury seeks a gallery installation technician to assist with the installation of art exhibitions and the occasional shipping and receiving of exhibitions.

### **Technical Duties**

- Undertake fine art hanging and object handling during periods of exhibition installation as required under the direction of the Director|Curator and/or designate.
- Facilitate the moving, sending & receiving of artworks and exhibits both internally and externally following strict guidelines with due regard to the care of art work and health & safety.
- Maintain orderliness of exhibition & technical stores, office and workshop areas and other relevant areas. This may involve regular housekeeping activities, reorganising storage and keeping relevant updated inventories as required.
- To work safely inside or outside, at height and in confined spaces, behind the scenes, taking care of electrical, lighting, and structural installations and to use powered handling equipment where necessary.
- To make sure work is carried out to meet agreed deadlines & to agreed standards.
- Have knowledge of specific software & operation of equipment essential to the delivery of services & regularly update this knowledge through research & training in discussion with Gallery staff.
- Assist with minor carpentry and painting jobs as required.
- Liaise effectively with exhibiting artists and contractors as required and in compliance with all on site health & safety procedures.
- Undertake any other duties as required by the evolving needs of the job role, technical department and museum.

### **Tools and Equipment Requirements**

- All hand tools and small power tools: hammer, stapler, drill, jigsaw, circular saw, etc.
- Measurement tools: calculator, ruler, measuring tape, square, laser and other levels.
- Hand trucks, dollies
- Painting and dry wall finishing
- Be licensed and able to operate a car, van or small truck (Valid G class licence)

## **Working Conditions, Special Conditions of Employment**

- Able to work cooperatively and productively with curators and artists in a creative, flexible, visual art environment.
- Able to take and provide verbal instruction and follow oral and written communications as provided; work safely and effectively alone or in a team as required.
- Demonstrate good judgement; must be reliable and punctual.
- Able and willing to adapt or modify work plan and seek appropriate authorization in new or changed circumstances.
- Able to work flexible working hours when necessary, including weekends and after-hours work
- Willing to travel offsite, with some overnight stays
- Physical requirements include lifting, repetitive bending, reaching, ability to lift 40 lbs., work on a ladder
- Police check required.

## **Workplace Harassment Policy**

- The Art Gallery of Sudbury | Galerie d'art de Sudbury is committed to providing a work environment in which all workers are treated with respect and dignity.
- Workplace harassment will not be tolerated from any person in the workplace (including customers, visitors, clients, employees, other workers, supervisors, trustees, and members of the public).
- Workplace harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome against a worker in a workplace.

## **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.

To apply, send by email the following information:

- Letter of interest
- Resume of relevant experience
- Reference "Gallery installation technician" in the subject line.

Contact: Tadd Tremblay [gallery@artsudbury.org](mailto:gallery@artsudbury.org)

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