



Preparator & Exhibitions Lead

Full-time (35 hours/week), permanent position

Deadline for applications: July 17

Salary: \$45,000 - \$47,500

Interviews: Begin week of July 25

Projected Start Date: August 22

Job description

The Preparator & Exhibitions Lead is a multi-faceted role that is critical to providing expertise for exhibitions and collections care at The Robert McLaughlin Gallery. The role involves managing special and permanent collection exhibition installations, care of artwork both during shipping/receiving and while onsite, and overseeing the maintenance of facilities directly related to the collection. A dedication to supporting artists achieve their artistic goals is at the heart of your professional practice.

This role reports to the Senior Curator and works closely with the curatorial team. From time to time, the Preparator oversees interns, volunteers, and contract prep staff as direct reports.

Responsibilities

- Performs and oversees the installation, maintenance, and transportation of exhibitions and care of the permanent collection
- Collaborates with artists, guest curators, and the Curatorial team through the various phases of exhibitions planning and installation
- Works with Curator of Collections to maintain collections management
- Assists with exhibition design and layout to work towards curatorial intention while centering the visitor experience
- Creatively solves construction and design challenges related to exhibition and artwork installation
- Builds exhibition materials as required, including but not limited to, plinths, display cases, shelves, and temporary walls
- Maintains woodshop, storage, loading bay, and vault area
- Plans, prioritizes, schedules, and implements overlapping projects to ensure timely completion, while also displaying a broad knowledge of technical equipment and best practices
- Coordinates and manages the shipment of artworks related to major exhibitions and permanent collection loans
- Performs condition inspections and reports of incoming and outgoing artworks; packs and crates works adhering to the highest art handling and museum standards

- Remains current and well versed in museum standards, installation and fabrication of exhibits, lighting techniques, and workplace health and safety.
- Assists in maintaining the RMG's facilities, in collaboration with the Security & Facilities Coordinator and the City of Oshawa, related to collections management and care including the HVAC, mist system, and weekly monitoring of RH levels
- Provides support for facilities-related issues when necessary during staff absences for vacation/sick leave; on call/contact list for collections related emergencies
- Maintains the Collections Management sections of the Emergency Response Plan
- Employ practices necessary to uphold Category "A" status

Qualifications

Necessary Skills + Experience

- Minimum of three years' experience in an installations, exhibitions, or collections coordination role
- Demonstrated knowledge of museum standards, installation and fabrication of exhibits, artistic material and processes, as well as lighting standards and techniques
- Working knowledge of visual arts, professional museum and collections management standards, as well as a willingness and interest to remain current with emerging trends
- Working knowledge of physical plant operations and workplace health and safety
- Experience with installation of multimedia artworks and technology within exhibitions
- Excellent written, communication, administrative, and organizational skills
- Experience working with Word, Excel, and Microsoft Outlook
- Basic carpentry and woodworking skills, including experience matting and framing artworks
- A valid Class G driver's license and regular access to a reliable vehicle

Necessary Attributes

- Strongly believes in accessibility, diversity, equity, and fair representation in the arts. Actively chooses inclusive language.
- Accountable and reliable.
- A team player who works well with others and shows courtesy and respect to colleagues and artists
- Interest in the visual arts and community engagement.
- Committed to working together with, and building community.
- Ability to remain calm, work in a fast paced environment, and adapt to changes.
- Open to multiple points of view and avenues for problem solving.
- Takes initiative regularly when things need attention and makes decisions.

Bonus skills + attributes

- Experience developing designs in sketch up
- Experience in another cultural organization or related attraction strongly preferred
- Prior experience with facilities systems and/or facilities management
- Experience with public art installation care and maintenance

Certification required or completed after commencing position:

- Aerial platform & fall arrest training
- WHMIS and Working at Heights training

Working Conditions

- Full-time hours typically Monday to Friday, occasional evenings and weekends
- Some out of hours work if there is an urgent facilities related issue affecting the collection
- Some heavy lifting, set-up and movement of furniture, some long periods of standing/walking around Gallery spaces
- Comfortable working from heights

Who We Are + How We Work

The RMG believes that art cultivates connected and caring communities. As an artist-centered and community-oriented public art gallery in Durham Region, we bring people from diverse backgrounds together to engage with art that inspires new perspectives, generates meaningful conversations, and creates a sense of belonging.

We build relationships with diverse artists and communities through art. The RMG works in collaboration with artists, partners, and audiences to present dynamic and inspiring collections, exhibitions, and programs in an inclusive and equitable environment.

Values are at the core of how we work. The RMG is guided by the following values:

- Culture of Care
- Artist-centered and Creative
- Equity and Justice
- Relationship-based and Collaborative
- Accessible and Inclusive
- Accountable and Open

We encourage anyone applying to ensure our values have alignment with your own.

Additional Info

We are currently in a transition phase, navigating hybrid working at this stage in the pandemic. In this current phase, some growing pains are to be expected. We remain grounded in our values as we establish ways for moving forward, and we aren't afraid to change course if what we try isn't working. This role will be a complement of on and offsite work as per the RMG's Hybrid Work Protocol.

RMG Team Values and Culture

Accountability

We are accountable to ourselves, to each other, and to our community. We take responsibility for our actions, and understand that we all make mistakes and misjudgments. When we do, we own up to them, take responsibility, and if we need to, identify how we can learn from them.

Kindness

We approach everything and everyone with kindness, and always think the best of one another. We spend a great deal of time together, and coming to everything with kindness, and a sense of wanting to support each other in our learning and growth is paramount.

Care

We care for ourselves, for each other, for artists, and for our community. The RMG values self-care and encourages everyone to take care of their mental, emotional, and physical health. Our collective well-being is vital.

Openness

We value transparency across the organization. If there is something you want to share, ask someone about, or a conflict you want to address – bring it forward for discussion.

Each of these – accountability, kindness, care, and openness – underpin our efforts to collaborate and achieve our strategic priorities. They build trust and respect to ensure we have a workplace where everyone can bring their whole selves, that encourages fun and humour, and supports its people as much as possible.

How to Apply

The Robert McLaughlin Gallery is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work you to meet your needs.

To apply please forward your cover letter and resume to info@rmg.on.ca in a single PDF document by July 17, 2022 at 5 PM EST. Please note that we will only reply to candidates selected for consideration and interview.

Thank you for your interest in joining us at the RMG.