



Preparator & Exhibitions Lead

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

Deadline for applications: July 6 at 5 PM EST

Salary: \$55,000

Interviews: Week of July 14th

Projected Start Date: August 5

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 Manager, Operations 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 a preparator, installations, or exhibitions/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
- Basic carpentry and woodworking skills, including experience matting and framing artworks
- 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
- A valid Class G driver's license and regular access to a reliable vehicle

Necessary Attributes

- Accountable and reliable.
- A team player who works well with others and shows courtesy and respect to colleagues and artists
- Demonstrated project management skills
- Interest in the visual arts and community engagement
- Committed to working collaboratively 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 make decisions
- Believes in accessibility, diversity, equity, and fair representation in the arts. Actively chooses inclusive language and a compassionate approach

Bonus skills + attributes

- Experience developing designs in Sketch up or 3D rendering software
- Experience using project management software such as Asana
- Experience with collection management databases
- Experience in another art gallery or cultural organization 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

- Working at heights and fall arrest training
- Skyjack operator's certification
- Basic First Aid Training

Working Conditions

- Full-time hours onsite in Oshawa (35 hrs/week) typically Monday to Friday, occasional evenings and weekends
- Some heavy lifting, set-up and movement of furniture, some long periods of standing/walking around Gallery spaces
- Separate office space with fluorescent lighting
- Must be comfortable working at heights
- Must be able to lift at least 50lbs comfortably
- Ability to sit and work at a computer for up to 7 hrs/day

RMG Team Values

- **Care:** We have a culture of care and believe our collective well-being is vital. We demonstrate care by practicing compassion, kindness, and patience for ourselves and for each other. We understand that care needs our time and energy to be truly present in how we work.
- **Accountability:** We hold ourselves and each other accountable by taking responsibility for our actions. We communicate clearly when we cannot follow through on a commitment or

make a mistake, apologize, and make amends. We believe everyone is doing their best, practice openness and transparency, and trust one another.

- **Belonging:** We nurture an atmosphere where everyone can feel like they belong. We take actions to ensure inclusion, acceptance, and compassion for one another and our differences. We find ways for everyone to participate, feel safe, and have a voice in order to contribute to meaningful collaboration.

How to apply

To apply please forward your cover letter and resume to ltimmins@rmg.on.ca in a single PDF document by **July 6, 2025 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.

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.

