



**Position: Gallery Technician**

**Salary:** \$23 - \$25/hr, benefit plan available

**Hours:** Permanent, full time. 30 to 37.5 hours/week, negotiable.

**Closing Date:** January 21, 2022

**Anticipated Start Date:** We would like to enable the successful candidate to start as early as March 1, 2022

**The Opportunity**

Nanaimo Art Gallery is growing our dynamic team! The Gallery Technician shares the Nanaimo Art Gallery team's values of relevance, relationships, innovation, and openness. Reporting to the Curator, the Gallery Technician is responsible for all aspects of exhibition installation, maintenance, and de-installation, as well as collections management and administrative support for curatorial projects. Reporting to the Executive Director, the Gallery Technician is responsible for building maintenance and related issues.

**About Nanaimo Art Gallery**

Located in the heart of Nanaimo, on the lands of the Snuneymuxw, Nanaimo Art Gallery is an ambitious public art museum that engages and inspires our community through art.

Over the past several years, the Gallery has moved through a phase of significant transformation to reposition itself in the communities we serve and to enhance our capacity. We have re-imagined and enriched our integrated exhibition and education programs, created new partnerships, and strengthened our relationships with artists and audiences. We are a trusted organization with a growing reputation. Our vision is to be a creative hub for Vancouver Island, where we build relationships, connect communities, and affect change through art.

An inquiry-based approach infuses and connects all Gallery activities and a small, dedicated team of staff, board and volunteers offers a program that is rooted in our unique regional context and resonates with audiences globally.

**The Position**

**Profile of the Candidate**

You are a problem solver who is hard working, adaptable and organized. You are excited at the opportunity to contribute to a growing organization. On a daily basis you will work closely with your colleagues as a key member of a supportive team in which all voices are heard.

Drawing on your experiences, you will help realize multifaceted on- and off-site exhibitions, installations and presentations, and are responsible for the maintenance of the permanent collection, building maintenance, and curatorial administrative support. You will participate in a wide range of activities outside the exhibition space, including team support; meetings, professional development and other initiatives.

## **Responsibilities**

Collaborating with the Curator and with support from the Gallery team, responsibilities will include, but may not be limited to:

### **Installation, maintenance, and de-installation of exhibitions**

- Handling and occasionally transporting artworks
- Safely packing and unpacking artworks
- Condition reporting
- Preparing exhibition space for installations (including painting, repairing drywall, etc.)
- Working in consultation with Curator and/or artists to install artworks and exhibitions
- Setting up and maintaining audio/visual equipment and new media artworks/installations
- Lighting of exhibitions in consultation with Curator
- Fabrication of items specifically required for an exhibition
- Monitoring and maintaining exhibitions while on display

### **Collections management and administrative support**

- Research, development and management of internal systems for managing a collections database
- Monitoring the condition of artworks in the collection
- Managing the care and conservation of artworks
- Digitization and cataloging of collections
- Arranging pick-up and delivery of artworks
- Assisting with artist contracts
- Providing technical support for on-site and off-site talks, programs and presentations

Working closely with the Executive Director your responsibilities will include, but may not be limited to:

### **Building Maintenance**

- Monitoring and maintaining general building maintenance
- Monitoring and recording the gallery temperature and humidity levels
- Arranging for trades contractors
- Assist administration with purchase of equipment
- Maintaining workshop and support spaces
- Acquiring quotes, ordering, purchasing and picking up equipment, supplies and materials for exhibition and building maintenance
- Regular monitoring of outside spaces
- Managing security system
- Responding to security emergencies

## **Requirements (Qualifications, Knowledge, Education and Skills)**

- Ability to think critically, employ sound judgment, evaluate situations and engage appropriate parties at varying levels to arrive at solutions
- Ability to successfully organize, prioritize and complete multiple planned and unplanned projects
- Proactive and self-motivated
- Confident and clear communicator with strong written and oral communication skills
- Practical and technical skills such as carpentry, maintenance and painting
- Knowledge of occupational health and safety requirements for safe building practices and correct lifting techniques
- Knowledge of how to correctly pack, unpack and handle artworks
- Passion for art and culture
- Desire to contribute to and collaborate with a creative team
- Proficiency in common communication tools (MS Office, Google Suite, Zoom, etc)
- Valid class 5 drivers license and a reliable vehicle
- Ability to lift heavy objects

## **Preferred Qualifications**

- Proficiency in IT maintenance and troubleshooting and AV equipment and technology
- Knowledge of a wide range of building materials and methods
- University degree in a related field such as visual art, audio and visual media, curatorial studies. Trades degree with experience will be considered
- 3-5 years experience as technician in art gallery/museum or equivalent related experience
- A combination of education and experience will be considered

## **To Apply**

Please submit a letter of interest, detailed resume, and 3 references by email to [Carolyn@NanaimoArtGallery.ca](mailto:Carolyn@NanaimoArtGallery.ca) with the subject heading " Gallery Technician Search"

Closing date for applications is January 21,2022. Only those selected for an interview will be contacted.

Nanaimo Art Gallery hires on the basis of merit and is strongly committed to equity and diversity within its community.

The Gallery encourages applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

*It is currently a requirement of employment at Nanaimo Art Gallery that all employees disclose their COVID-19 vaccination status. Employees who are unvaccinated or who choose not to disclose their vaccination status may be subject to secondary safety measures, including rapid testing.*

**Date Prepared: November 25, 2021**