

MacLaren Art Centre Position Description

Position Title: Preparator & Facility Coordinator

Department: Exhibitions & Collections

Immediate Supervisor: Director / Curator

Functional Supervisor: Gallery Operations & Finance Manager

Position Summary

The Preparator & Facility Coordinator position is a multi-functional role with a wide range of responsibilities that support the gallery's artistic, community, and business activities. This position plans, implements and oversees the preparation and installation of exhibitions and projects in addition to: performing regular facility inspections; preparation of exhibition spaces; installation / take-down of exhibitions and projects; coordination of exhibition logistics including shipping; coordination of room and furniture requirements; and is the primary contact/liason with the City of Barrie facility representative. This position maintains the inventory of all gallery equipment, tools and installation hardware and oversees general security coverage and monitors environmental trends. This position acts as an ambassador for the MacLaren Art Centre at all levels of public engagement.

Responsibilities

Preparator

- Works with artistic staff, visiting artists and curators to understand and support all aspects of the logistics, design, layout, and feasibility of all exhibitions, installations, and projects.
- Coordination of exhibition production including but not limited to shipping & receiving of artwork.
- Liaise with relevant service providers as required (painters, builders, technology professionals, etc.) as it relates to the design and installation of exhibitions.
- Basic framing and matting of art work from the permanent collection as required.
- Oversees and installs a full range of artistic presentations of historical, contemporary and new media art including but not limited to:
 - painting and repairing of exhibition walls and display's
 - display construction
 - art handling and packing
 - Apply vinyl lettering and signage
- Maintenance & organization of workshop and storage areas.
- Stays current on the range of sensitivities and requirements related to the display of a wide variety of art work.
- Remains current on all new media art practices and technology as well as contemporary and historical installation strategies.
- Assists in the development of project management timelines to ensure all installation requirements are identified and dealt with in advance ensuring smooth and timely installations.
- In collaboration with the curatorial team, assists with the coordination and movement of art inside and outside the gallery.
- Move objects including pedestals, crates, ladders, etc.
- Works with the curatorial staff, and artists in the production of Google SketchUp layout plans.

Facility

- In collaboration with the Curatorial Team, and City of Barrie Facility contact, monitors and ensures that the environmental and facility standards as set by the Canadian Conservation Institute are maintained.
- Create environmental trend reports as required.
- In collaboration with the City of Barrie Facility contact, ensures the health & safety and facility responsibilities of the MacLaren Art Centre are maintained.
- Coordinates and oversees various trades that fall within the MacLaren's responsibility (painters, wall construction, etc.).

- Point of contact for City of Barrie facility workers and contractors.
- Working with the Curatorial team, develop and implement the Emergency Response Plan and Facility Report.
- In collaboration with all staff, coordinates use of facility to ensure there is no conflict in scheduling, and appropriateness of activity.
- Coordinates and/or set up for lectures, films, meetings, opening receptions, and other internal events.
- Ensures staff and volunteers are given instruction for daily opening and closing of exhibitions and all security protocols.
- Works with the Curatorial team to ensure facility requirements and policies are in place and followed to ensure the safe care of collections and all art work on site.
- Identify and monitor issues as they arise and implement solutions and/or contact relevant individuals.

Security

- In collaboration with MacLaren and City of Barrie staff, develop and implement appropriate policies and procedures to ensure the safe guarding of all assets under the control and care of the gallery.
- Monitor internal camera security system and respond to situations as they arise.

Health & Safety

- Ensures all Health & Safety requirements are met for all facility and equipment.
- Performs all standard Health & Safety reporting requirements.
- A lead member of the Joint Health & Safety team.

This describes the general nature and level of work being performed. It is not an exhaustive list of all job duties. Other duties will be assigned as required

Supervision

- Not Applicable

Qualifications & Expectations

Minimum Formal Education

- Degree or diploma in Fine Art or Applied Museum studies or 2 years relevant/transferrable education and experience in a related/transferrable field.

Minimum Experience

- Experience working in an art gallery setting handling art and prepping space.
- Possesses knowledge of methods of art display materials and techniques and use of related tools and equipment.
- Understands the importance of maintaining the integrity of art work throughout the installation and preparatory process with proven ability to safely handle art objects and display units.
- Up to date on new media and technologies related to contemporary artistic practices, as well as historical and traditional art practices.
- Basic carpentry, building and painting skills.
- Demonstrated interest in staying up to date on latest artistic practices and strategies of display.
- Proven ability to work collaboratively in a team environment with artists and artistic staff.
- Proven ability to meet tight and multiple deadlines.
- Strong coordination and project management skills.
- Excellent communication, interpersonal and analytical skills.

- Basic building management knowledge – or willingness to learn.
- Shipping and receiving experience an asset.
- Applied knowledge of and capacity with Google Sketchup an asset
- An energetic desire to work with colleagues, artists, volunteers, interns, and community members to create something extraordinary.
- Believes the visitor experience is paramount.
- Flexible and embraces change, diverse points of view, and creative problem solving.
- Adaptability, strong interpersonal skills, and a good sense of humour.

Other Requirements

- Successful vulnerability sector screening as required.
- A valid Ontario driver's license a definite asset.
- Health and Safety training as identified and required.
- Skyjack and ladder/working at heights certification.