

LEAD PREPARATOR, SAAG
DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Reporting to the Executive Director, the duties and responsibilities of the Lead Preparator are as follows:

Principal Goals

To achieve a standard of excellence in overall program development including exhibitions and public programs that will enhance the reputation of the gallery and contribute to the discourse around contemporary art.

Job Purpose

The Lead Preparator assists the Executive Director and Curatorial Team in all areas of exhibition installation and maintenance, art registration and art handling for packing and shipping, as well as overseeing the care and facilitating access to the Gallery collection, art auction artwork and City of Lethbridge Fine Art Collections.

Primary Duties and Responsibilities:

- Researches and keeps abreast of contemporary art installation and art gallery practices, registration practices and gallery environmental maintenance.
- Works with the Curatorial Team in the planning and implementation of the annual exhibition program.
- Manages the gallery and preparatorial spaces in a good condition, and the collections and storage facilities; supervises contracted preparatorial staff and contractors related to exhibition installation and shipping.
- Attends all staff meetings and exhibition planning meetings.

Exhibitions:

- Maintains communication with artists or institutions related to exhibition requirements for shipping or installation.
- Researches tactics to successfully install artwork exhibitions and safely transport artworks.
- Coordinates collection transportation.
- Determines and prepares for exhibition requirements including shipping arrangements, technical requirements and any other special needs to ensure efficient and professional exhibition installation.
- Completes installation of exhibitions in a timely manner.
- Develop roster of qualified contractors and volunteers and provide effective training to contractors and volunteers in order that they can assist with installations.
- Completes condition reports and insurance and any other reporting procedures required.
- Liaises with partnering institutions on traveling exhibitions pertaining to shipping and installation, in conjunction with Curatorial & Publications Coordinator.

- Monitor status of exhibitions and galleries on a bi-weekly basis, and checks in with Visitors Services Coordinator, ensuring that gallery exhibitions and transitory art projects are in good working order and appearance, this includes technical elements of the work itself as well as environmental conditions such as lighting and condition of flooring, walls, etc.
- Turning on equipment and lights and ensuring gallery is ready for exhibition opening three days per week.
- Installs artwork for the annual *Art Auction*, and assists with set-up and take-down for the event as required.
- Ensures and leads proper art handling techniques and practices at SAAG for all staff and volunteers.

Administration:

- In conjunction with Curatorial & Publications Coordinator, creates an installation floorplan in Sketch Up or related software, and develops detailed installation and de-installation plans for all gallery exhibitions, including day by day activities, roles and responsibilities, and required material lists.
- Creates a plan for *Art Auction* installation of artworks, and safe storage of artworks before and after the event.
- Assisting with layouts, technical plans for audio and visual installations, and utilizing SkechUp or related software to illustrate gallery floorplans for installation purposes, utilizes project
- Class 5 and ability to drive and transport art locally if required, to storage facilities
- Familiarity to working with international art shipping procedures and processes, ability to prepare and coordinate crate-building and shipment details to adhere to international standards

Registrar Assistant Duties:

- Becomes familiar with the City of Lethbridge, Buchanan and Southern Alberta Art Gallery Art Collections, and SAAG's role in supporting the care and presentation of these works.
- Assists in the documentation of registration records including obtaining copyright permissions from artists and donors and conducts annual inventory of collection, under supervision of the Curatorial & Publications Coordinator.
- Assists with loans including loan agreements and shipping arrangements.
- Provides assistance to the Curatorial Team with Certified Cultural Property applications.
- Assists with appropriate storage and care of collections.
- Assists with registration of incoming artworks, and outgoing artwork condition reports and submitting to partner institutions as required.
- Assists with conservation or repair if artworks are damaged while in the care of SAAG, maintenance and related condition reports, insurance claims or related administrative procedures.

Facility Management:

- Ensures that Facility Maintenance duties are carried out in gallery spaces.
- Conducts weekly inspection of building to ensure that janitorial function meets agreed upon terms, and reports inconsistencies or requirements for maintenance orders with City of Lethbridge or SAAG's Operations Coordinator.
- Liaises with City of Lethbridge maintenance staff and other contractors working on the facility.
- Oversees rental and use of gallery transport vehicles.

- Oversees and maintains technical equipment and inventory of equipment.
- Provides technical support in Creativity Centre and Art Book Library.
- Ensures that on-site and off-site storage areas are kept in order and are appropriately utilized. Oversees transport as required to/from storage.
- Stocks preparatorial area, ensures that equipment is in good working order, that all regular supplies required for exhibition support and installation are stocked.
- Oversees installations of public art and other permanent installations, liaises with artists, contractors, city officials etc.

General:

- Develop professional relationships with the local arts community.
- Serve on committees as designated by the Executive Director.
- Seek professional development opportunities and participate in such where possible.
- Represent the gallery with a high degree of professionalism.
- Effectively manage time in order to ensure that deadlines are realized.
- Coordinate schedule with other staff members whose work is affected by these deadlines.
- Participate as a team player to ensure that the gallery runs smoothly.
- Perform other tasks as might from time to time be required by the Executive Director or Curatorial & Publications Coordinator.

Skill-sets:

The applicant ideally has an undergraduate degree in arts, or an equivalent program. Two-three years experience in a preparatorial capacity in a gallery environment installing artworks is required, as well as a combination of technical installation abilities such as installing audio or video works, carpentry and construction skills, and art handling skills are necessary. The candidate has worked with gallery or museum databases, and computer programs such as SketchUp, Word and Excel is required. The individual should be highly organized, detail oriented, and able to multi-task under pressure. Heavy lifting, climbing, and strenuous physical activities are essential functions of the position. This is an ideal position for someone wishing to explore a career in the gallery/museum field.

Reports to:

Executive Director

Member of the following SAAG Teams or committees:

Curatorial Team

This is a contract position for one-year, renewable for two consecutive years: 35 hours per week (140 hours per month) averaged as 4 days per week and 6-7 days per week during installation blocks; flexible schedule to coincide with events and openings. Overtime will from time to time be required, when approved it will be compensated as time in lieu.

Benefits wellness package is included, with two weeks paid vacation and one paid holiday break from December 25- January 1 annually.