

# KITCHENER-WATERLOO ART GALLERY

## Preparator

### Profile

The Kitchener-Waterloo Art Gallery is seeking a Preparator to join a high performance and passionate team of dedicated professionals. Rooted deeply in its community, the Gallery is progressively redefining the role of the public art museum in a regional and international context.

Reporting to the Curator, the Preparator is responsible for all aspects of exhibition space preparation, installation and de-installation, including: establishing installation timelines; managing project budgets; installation and deinstallation of artworks; and other related administrative responsibilities. The Preparator will contribute to incoming/outgoing artwork shipment, packing and handling, and coordinate incoming/outgoing loans of work, furniture and equipment. They have excellent communication skills and the ability to listen to, comprehend and execute tasks in a timely and effective manner, working collaboratively with artists, curators, contractors and KWAG staff.

### Reports to

Curator

Full-time, 35 hours/week; annual salary is \$38,800.

## Duties and Responsibilities

### Exhibitions / Events

- Liaising with artists and curatorial staff on the advance preparation and installation plan for each exhibition
- Contracting, instructing and supervising temporary installation crew
- Installing, troubleshooting, storing and maintaining AV equipment for each exhibition and overall Gallery inventory
- Matting, framing, and unframing artworks
- Receiving and reporting on shipments
- Packing and unpacking works for safe transport
- Liaising with artists and curatorial staff to ensure that accurate details are gathered and retained for shipping of artworks
- Overseeing off-site installation of artworks
- Transporting artworks as necessary
- Liaising with other departments to execute event set-up and AV needs

- Designing, constructing, contracting and sourcing display furniture, stands, temporary walls and other display needs
- Executing exhibition layout and lighting

### **Facility / Maintenance**

- Ensuring that optimum conditions are maintained in both the storage and exhibition areas
- Monitoring and maintaining the general appearance of exhibition, storage, shipping and receiving areas
- Maintaining current knowledge of AV equipment usage and maintenance; maintaining records for AV equipment
- Maintaining and contracting repair of equipment and tools when necessary
- General facility maintenance or repairs

### **Administration**

- Maintaining detailed files on the installation and technical procedures for each exhibition
- Ordering and managing the supply inventory
- Managing incoming and outgoing equipment loans to other institutions
- Observing Health & Safety requirements and ensuring that any crew members or other temporary personnel do the same
- Working with the Curator to develop and observe annual installation budgets
- Attending and participating in production meetings
- Developing and maintaining positive ties with artists, colleagues, institutional peers and community partners
- Liaising with the Registrar when repair or conservation treatment may be needed for artworks
- Other duties as required

### **Qualifications:**

- Minimum of 2-3 years of experience in the care, handling, installation, and lighting of art in various forms
- Experience with carpentry and picture framing will be considered an asset
- Experience with SketchUp will be considered an asset
- Audio-visual equipment expertise
- Excellent interpersonal, supervisory and organizational skills
- Ability to prioritize, and perform under pressure to meet deadlines
- Attention to detail
- A valid class G Driver's License is required; access to vehicle will be considered an asset
- Ability to work flexible hours when needed
- Valid Scissor Lift and Fall Arrest Certification will be considered an asset

- Ability to lift and move heavy objects and work at heights
- Sound knowledge of workplace health and safety

Please send a resume and cover letter by **Monday 13 December** at 5:00 pm to:

Shelly Mitchell, Director of Finance & Administration  
Kitchener-Waterloo Art Gallery  
101 Queen St. North, Kitchener, ON N2H 6P7  
Email: [smitchell@kwag.on.ca](mailto:smitchell@kwag.on.ca)

The Kitchener-Waterloo Art Gallery is committed to being an inclusive and respectful workplace. We encourage and welcome applications that contribute to the further diversification of the Gallery including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and 2SLGBTQ+ persons.

We thank all applicants, but only those selected for an interview will be contacted.