

Call for Applicants: Lead Exhibition Preparator

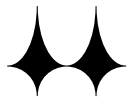
- **Term:** One-year, Occasional Employee
- **Length of Assignment:** 3-week cycle of 40 hours / week, 4 times a year, in accordance with Mercer Union's exhibition schedule; additional 160 hours part-time within the year
- **Location:** Toronto, ON; onsite and remote work as required
- **Hourly Wage:** \$33 per hour worked, less applicable withholdings and statutory deductions
- **Deadline:** 16 February 2024

Reporting to the Assistant Curator, the Lead Exhibition Preparator is a multi-faceted role that is critical to providing expertise for exhibition planning and installation at Mercer Union. The role involves planning exhibition installations, care of artwork during shipping/receiving and while onsite, and overseeing the maintenance of facilities. The ideal candidate thrives in a fast-paced environment, adapts well to changing demands, and takes pride in performing their work with calm and precision. A dedication to supporting artists, and working passionately to see their visions come to fruition, is at the heart of their practice.

Typically, there are 4 exhibition installation periods annually. Throughout the year, the Lead Exhibition Preparator also assists with the exhibition planning prior to installation periods.

Duties and Responsibilities:

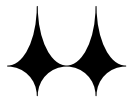
- Liaise with artists, guest curators, and the Curatorial team throughout the various phases of exhibition planning and installation to identify needs regarding display and of exhibitions
- Utilize exhibition layout concept plans and renderings as communicated by Assistant Curator to formulate and execute exhibition technical plans
- Creatively solve construction and design challenges as they relate to exhibition and artwork installation
- Support planning and oversee exhibition preparation, facilitating installation for artworks in all media prior to the installation period
- Prepare installation schedules in consultation with Assistant Curator and ensure timely completion of projects
- Schedule installation technicians in consultation with Assistant Curator to ensure necessary and qualified staffing for exhibition installs
- Source installation, shipping, storage, and packaging materials, equipment, and supplies
- Field quotes and manage material and labour costs following installation-specific budget trackers
- Build exhibition materials as required, including but not limited to, plinths, display cases, shelves, and temporary walls



- Lead and implement daily de- and installation tasks, including providing supervision, guidance, and technical direction for preparators
- Oversee the packing, unpacking, lifting, and crating of artworks in the context of de- and installation
- Perform condition inspections and reports of incoming and outgoing artworks; pack and crate works adhering to the highest art handling standards
- Design and implement art exhibition lighting and audiovisual components (sound and moving image installations)
- Receive incoming and outgoing shipments and deliveries, as well as personnel (artists, contractors, etc.)
- Maintain and create inventory of woodshop, storage, gallery tools, equipment, hardware, and materials needed for exhibition installations
- Prepare gallery tools, equipment, hardware, and materials for art exhibition installations
- Advise the Assistant Curator on the procurement of installation equipment and materials
- Advise the Director & Curator and Assistant Curator on issues related to the building and facilities as required
- Respond to queries about installation issues, rental of equipment, and technical issues during the course of any given exhibition
- Attend and participate in installation meetings with Curatorial staff as needed

Skills and Experience:

- Minimum of three years' experience in preparator role
- Demonstrated knowledge of art handling standards, installation, and fabrication of exhibitions, artistic material, and processes, as well as lighting standards and techniques
- Superior people management skills and knowledge of workplace safety in order to manage and supervise contract staff
- Excellent project management skills developing and adhering to timelines to manage all steps of the installation process
- Working knowledge of visual arts, professional gallery standards, as well as a willingness and interest to remain current with emerging trends
- Working knowledge of physical operations and workplace health and safety
- Experience with installation of multimedia artworks and technology within exhibitions
- Basic carpentry and woodworking skills, including experience matting and framing artworks
- Proficiency with interpreting and communicating through construction drawings, schematics, and 3D models.
- Familiarity with audio visual installation
- Experience working with Microsoft Office Suite, Google Workspace, and Sketch Up
- Excellent written, communication, administrative and organizational skills
- A valid Class G driver's license



To Apply

Eligible individuals are invited to submit a current CV and cover letter. Applications must be submitted by email to jobs@mercunion.org, and received by **16 February 2024**. Late applications, and those that do not include a CV and cover letter, will not be considered. Only applicants selected for interviews will be contacted.

Mercer Union is an equal opportunity employer and is committed to building a skilled and diverse workforce that reflects the communities we serve, and actively works to increase representation of equity-seeking groups within the arts sector. We promote employment equity and strongly encourage applications from racialized candidates, Indigenous peoples, 2SLGBTQIAP persons, and persons with disabilities. If you identify as a member of these groups, you are invited to voluntarily self-identify.

Mercer Union is committed to fostering a diverse and inclusive work environment and to providing employment accommodation for those who identify as disabled. Please let us know of any accommodation we may provide during the application process. If contacted for an interview, please communicate if you require accommodation.

About Mercer Union

Mercer Union is a non-profit, artist-run centre dedicated to commissioning and producing new works of contemporary art, and providing an engaging program that encourages critical inquiry and conversation. We champion ambitious exhibitions that empower diverse Canadian and international artists in formative and established stages of their practice.