

ART GALLERY TECHNICIAN II**NATURE OF WORK**

This is responsible technical work in support of the exhibition programs and permanent collection of the University Art Gallery.

Work involves responsibility for the preparation of works of art for display and of related exhibition materials; the maintenance of exhibitions and associated technical equipment; the installation of exhibitions; the construction of packing crates for the shipping of fine art; the operation of the art gallery vehicle; and the installation of permanent collection art works in departmental offices throughout campus. Supervision may be exercised over temporary staff and student assistants. Employees of this class work with considerable independence after initial assignments are received from a technical superior and work is reviewed through discussion and by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Receives and unpacks art work utilizing proper handling techniques; assists with the identification of flaws and damages on art work for inward condition reports.

Participates in determining exhibition presentation requirements of artworks, including size, medium and special requirements; prepares appropriate frames and mounts two dimensional artworks; constructs display cases, sculpture bases for three dimensional artworks and other display furnishings; locates and assembles technical equipment required for exhibition presentation.

Installs artworks in exhibition galleries, in accordance with approved layout; prepares and installs exhibition labels, text panels and audiovisual support; adjusts lighting to comply with exhibition needs and international standards; monitors and maintains gallery environmental conditions.

Designs and constructs shipping crates; prepares specialized crates from plans provided by technical superior; dismantles exhibitions; prepares art objects for shipping.

Operates art gallery vehicle for the transport of art work; delivers and installs permanent collection works in offices throughout campus; records related location information; monitors condition of permanent collection works and reports problems; assists with the inventory of permanent collection works.

Transports works borrowed from private collectors and artists; inspects items prior to packing and notes flaws and damages on receipt; ensures that receipts and permission slips are signed by owners.

Maintains workshop equipment and facilities; orders supplies and materials, as required.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in the practical operations of an art gallery or museum; graduation from high school supplemented by the successful completion of an approved course in museum studies; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of techniques, materials and methods utilized in the preparation and installation of art exhibitions.

Knowledge of the operation of an art gallery or museum.

Knowledge of art conservation concerns and ability to identify problems.

Ability to display works of art in galleries in order to achieve maximum artistic value from the exhibit.

Ability to perform tasks within specified time limits.

Ability to construct a variety of materials from wood.

Ability to establish and maintain effective working relationships with suppliers, artists and the general public.

Ability to lift and move heavy objects.

Skill in the operation of a variety of hand and power tools common to the fine woodworking trade.

Possession of a valid driver's licence as issued by the Province of Newfoundland and Labrador.

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Under Review: 2004.01.05