



**CONTEMPORARY
CALGARY**

**701 ELEVENTH STREET SW
CALGARY, AB T2P 2C4**

**403.770.1350
INFO@CONTEMPORARYCALGARY.COM**

Job Title: Registrar & Gallery Preparator

Location: Contemporary Calgary, 701 11 St SW, Calgary, AB

Full or Part Time: Full-Time

Hours of Work: 40 hours/week. Weekend and evening work may be required.

Regular/Temporary: 1-year fixed term contract with possibility of extension

Salary: \$50,000/year

Closing date: May 30, 2024

Please apply with a cover letter and resume in PDF format to

careers@contemporarycalgary.com

Subject Line: Registrar & Gallery Preparator

Not all applicants will be contacted for an interview

About Contemporary Calgary

Contemporary Calgary provides Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. We believe that art can foster conversation, encourage the exploration of new ideas, and ultimately transform the places we live and the lives we lead.

With recent exhibitions that include ground-breaking contemporary names like Yoko Ono, Robert Houle, Chitra Ganesh, Diane Arbus and Marman and Borins, the Gallery plays a central role in Canada's cultural landscape and is pivotal to the continued growth of Calgary's growing contemporary art quarter.



Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment that is reflective of the community we serve. We encourage applications from all qualified candidates.

Curatorial Department

The Curatorial Department realizes an ambitious programme of temporary exhibitions and commissions, that requires the safe, proper and timely handling of all artwork.

Job Description

The Registrar & Gallery Preparator works closely and collaboratively with the Curatorial Team and the Facilities Manager in the planning and preparation of exhibitions. This includes organization of transport and insurance; registrarial duties; installation and de-installation of exhibitions.

Duties & responsibilities

Housed in what is regarded as a brutalist architectural icon, the gallery building was originally built as the Centennial Planetarium in 1967. Contemporary Calgary's distinct architecture that includes three galleries, one auditorium, and a dome theatre, affords a range of dynamic programming that is site-specific and diverse. Each of the galleries has a unique design that accommodates exhibitions of varied scale and scope, and situates active conversations around artistic content and social changes. Contemporary Calgary hosts a programme of ten to twelve temporary exhibitions in a year that celebrate established figures, provide a platform for emerging artists



and tendencies; new, site-specific commissions; and displays of works from important collections. The Gallery Preparator & A/V Tech will work on the delivery of several projects concurrently.

Artwork Handling and Installation:

- Perform and assist with the unpacking/packing, logging, preparation, and installation/de-installation of artwork.
- Perform and assist with the cleaning, repair, or repositioning of artwork as directed by the Curatorial team.
- Support the transportation of crated artwork through exhibition spaces, hallways, elevators, and loading dock (including the safe and secure loading/unloading of vehicles) in coordination with the Curatorial team.
- Support the placement and adjustment of lights per the direction of the Curatorial team to properly illuminate exhibitions.
- Perform and assist with other art-handling, installation and de-installation tasks as needed and assigned.
- Monitor and maintain budgets for specific exhibitions and exhibition catalogues meticulously and in a timely fashion. This includes obtaining estimates, processing invoices, maintaining digital and physical budget files and liaising with the Finance Department

Registrarial duties:

- Organise condition reports and packing reports to museum standard, keeping records of movement and conditions of works and liaise with conservators and couriers when necessary



- Organise and oversee exhibition related transport, which includes updating shipping lists, obtaining estimates of costs, and monitoring customs documentation, liaising with shippers and the exhibition Curator/s.
- Issue contracts to partner organisations, artists, curators and authors in consultation with the Curatorial Department.
- Facilitate the smooth running of touring exhibitions, and oversee all logistical included in the touring package- contracts, shipping, exhibition checklists, design and didactic details etc.
- Maintain files and correspondence as well as archiving past exhibition files.
- Team Collaboration: Collaborate effectively with colleagues across departments, including curatorial, education, and facilities management, to support museum initiatives.

Fabrication:

- Assist with the reading and interpretation of drawings and plans, and assist with the preparation, fabrication, and finishing of certain elements of museum-specific objects.
- Assist with the installing and de-installing of pedestals, kickbases, freestanding and wall mounted vitrines, exhibition furniture, and one-of-a-kind artist-driven constructions, among other projects.
- Perform basic cutting using contractor-style table saws and/or sliding table saws, sliding compound mitre saws and abrasion disc chop saws, light-duty routers, and angle grinders.



*Note that for more complicated, specialized fabrication needs, external contractors will be engaged.

Requirements

- BFA in Studio Art, Furniture Design, Product Design, Architecture, Engineering, etc., or an equivalent experience at a professional/commercial level.
- Minimum of three years of professional experience working as an art handler, fabricator, carpenter, or registrar at other museums, galleries, design/build firms, academic institutions, etc.
- Able to work independently or in a team-setting with a high level of attention to detail, sense of urgency, and ability to prioritise tasks and meet deadlines.
- Working knowledge of museum best practices and standards in handling artworks (during transportation, unpacking, condition reporting, and hanging) and in installing and de-installing artwork (hanging, rigging, tethering systems, anchor types and installation methods, security hardware types and installation, etc.)
- Working knowledge of manipulating different types of materials (wood, composites, plastics, metal, cement).
- Working knowledge of different types of audio-visual equipment. Working knowledge of gallery lighting (wiring/adapting fixtures, creating custom gels, knowledge of different styles of bulbs and their applications).



- Excellent communication skills (written, verbal, and auditory), as well as strong listening skills.
- Strong organisation and knolling skills applied before, during, and after execution of tasks with regard to tools, materials, and workspaces.
- Strong critical thinking and problem solving skills.
- Professional demeanour when interacting with staff, couriers, and visiting artists; including but not limited to safe/proper dress code.
- Ability to proactively adapt and execute changes in layout, presentation or changes in types/dimensions of display furniture, hardware, and layout to suit the ever-changing needs of the museum that are inherent to this industry is essential.
- Proficiency with moving and lift equipment including but limited to staging dollies, a-frames, painting carts, push-around aerial lift platforms, and scissor lifts.