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Gallery Coordinator

Art Gallery of Guelph

Hiring #: 2021-0224

Please read the Application Instructions [1] before applying

The Art Gallery of Guelph (AGG) is a leader in national cultural landscape as well as the Guelph community, engaging our partners the University of Guelph, the City of Guelph, and the Upper Grand District School Board, as well as a broad and diverse membership and the general public, through an ambitious and dynamic mandate. With a collection of 10,000 works, historical to contemporary, the AGG’s artistic program features work by leading visual artists locally, nationally, and internationally, facilitating collaboration and participation in ways that foster and proliferate the exchange of art and ideas.

Position Overview

Working with the Director and managing the installation team, the Gallery Coordinator provides leadership in all aspects of collections management and art handling operations, overseeing and managing the Art Gallery of Guelph’s active exhibition installation schedule, 10,000-work collection, the AGG’s environmental and storage conditions, as well as supporting offsite initiatives. The Gallery Coordinator plays a key role in the aspirations of the Art Gallery of Guelph, supporting the gallery’s impact through the excellence, relevance, and accessibility of exhibitions and as a steward of our important collections.

Responsibilities

Collections

- manages and maintains art inventory of the Art Gallery of Guelph and University of Guelph collections
- uses TMS collection management system to ensure up to date records on location, movement and condition of artworks
- assesses the needs of art storage areas for a constantly growing art collection and augments existing areas and units as necessary
- works closely with Director to identify building infrastructure needs and supports fundraising initiatives
- routinely checks collection, storage vaults, and outdoor sculptures, undertaking preventative conservation
- is responsible for overseeing and undertaking movement of artwork that is on site as well as on campus and in other offsite locations

Exhibitions

- oversees and coordinates preparation of gallery spaces for exhibitions including painting, building, designing, assembling, and constructing for exhibitions in consultation with curators and artists; installing exhibition signage and overseeing exhibition lighting
- prepares artworks and galleries for exhibitions; installs artworks for AGG exhibitions, as well in University buildings, and other locations
- trains, supervises, and educates part time staff and students assisting in art installation following policies and procedures for the conservation and safe handling of art
- is knowledgeable of safely moving, handling, and packing a wide range of art (from fragile to oversized
and/or heavy weight); coordinates outdoor sculpture installations

Building Management

- oversees environmental monitoring systems to ensure correct museum environmental standards
- monitors operation of all heating, cooling, and humidification systems, as well as water treatment systems; works with service contractors
- identifies needs for electrical, plumbing, grounds work, security alarm system, general building repair and maintenance: doors, windows; locks, building painting, and related services
- is responsible for safety and security of gallery and grounds; educates staff, part time employees, and attendants on alarm/building systems and general safety and security
- liaises with University services as required (i.e. campus police, grounds, physical resources, and teaching support services)

Related Duties

- works evenings or weekends as necessary
- is essential staff for gallery when necessary as well as first contact for University police
- minor upkeep and repairs

Requirements of the position include:

- Bachelor of Arts degree in Fine Art or Visual Arts or Art History plus three (3) years of art gallery experience specifically related to exhibition installation and collections management, or an equivalent combination of education and experience in the museum field
- Demonstrated ability to install high quality exhibitions, effectively managing materials, personnel, and time
- High level of knowledge of contemporary and historical Canadian art, as well as international art
- Familiarity with technology, particularly devices commonly associated with art installation (displays/monitors, projection, Bluetooth headsets, tablets, etc.)
- Knowledge of: (1) Collections management standards of practice; (2) Preventative conservation principles for the preservation of art collections; (3) International standards for art handling, shipping, cataloguing and inventory; and (4) Preparatory skills including carpentry, mount-making and crate-building, machinery operations and maintenance, etc.
- Supervisory experience, as well as experience working with a range of arts professionals, artists, volunteers, and donors
- Demonstrated ability to build and facilitate relationships with national, regional, and community vendors and suppliers
- Excellent verbal and written communication skills
- Ability to organize and prioritize work effectively
- Ability to exercise professionalism, tact, and diplomacy
- High proficiency with specialized collection databases (TMS Gallery Systems) and collection management software (eMuseum)
- High level of digital literacy is considered an asset, including proficiency in digital imaging and design (Adobe Creative Suite including Photoshop, Acrobat, Illustrator, InDesign, etc), mobile and in-gallery digital interfaces, and general problem-solving abilities with regards to technology

Position Number 098-006
Classification P02*

*Tentative evaluation; subject to committee review.
Posting Date: 2021 05 31
Closing Date: 2021 06 21


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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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