

EXHIBITION INSTALLER & COORDINATOR

Ongoing contract position paid hourly

Wage range: \$20 to \$30 per hour based on experience

2024 Exhibition installation Schedule:

March 25 to April 5: up to 80 hours June 2 to June 21: up to 120 hours August 26 to 30: up to 40 hours

Additional hours may be available based on projects and events.

Location:

Foothills County, Alberta, Canada

About Us:

Leighton Art Centre is a vibrant cultural institution nestled in the stunning foothills of Alberta. Our mission is to explore the relationship between art and nature and to celebrate, inspire, and promote the creation and enjoyment of art through education, exhibitions, and preservation of the historic Leighton home and studios. Leighton Art Centre is located on 80 acres of foothills in Treaty 7 territory. We operate an historic site, contemporary galleries, walking trails, education centre, and gift shop.

Position Overview:

We are seeking a highly organized and detail-oriented Exhibition Installer and Coordinator to join our dynamic team. The successful candidate will be responsible for collaborating with artists to install exhibitions, ensuring the seamless execution of displays that showcase their work. Additionally, this role will involve coordinating and supervising installation volunteers.

Responsibilities:

- Work closely with artists to plan and execute the installation of exhibitions, including determining layout, lighting, and display requirements.
- Identify what supplies are needed for installation and any exhibition resource areas.
- Coordinate with the Leighton Art Centre team to schedule installation dates and ensure timely completion of exhibitions.
- Prepare exhibition spaces by cleaning, painting walls, and making necessary adjustments to create an optimal display environment.

- Safely handle and install artwork according to industry standards and best practices, ensuring the protection of valuable pieces.
- Train and supervise installation volunteers, providing guidance and support throughout the process.
- Maintain accurate records of artwork inventory, condition reports, and installation procedures.
- Prepping and painting walls, hanging artwork, lighting the work, installing labels, etc.
- Installation of A/V components
- Building of components for the exhibition, including walls and other components necessary for the display of the exhibit
- Truck loading and unloading
- Other duties as necessary

Qualifications and Skills:

- Previous experience in art handling, exhibition installation, or related field
- Strong organizational skills with the ability to manage multiple projects simultaneously. Able to meet various deadlines in a constantly changing environment. This position requires a high level of creativity and flexibility.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with artists, volunteers, and staff members.
- Knowledge of art handling best practices and familiarity with museum standards for exhibition installation.
- Ability to work flexible hours, including evenings and weekends, as needed for exhibition installations.
- Physically capable of lifting and moving heavy objects, including artwork and display materials.
- Experience with basic hand tools, drills, painting tools and artwork installation.
- Strong interest and/or practical experience in visual arts. Previous experience working in a gallery or related environment is considered an asset.
- Intermediate First Aid would be considered an asset.
- Ability to develop novel solutions to install artwork safely in spaces.
- Flexible schedule is required to meet job objectives, as this position requires
 evening and weekend work along with daytime work during exhibition install
 weeks. Scheduling is based on Gallery open hours, events, and operational
 needs.

Working Conditions:

- Moderate exposure to hazards such as dust, noise, and slippery surfaces
- Working from heights
- Considerable time spent using both fine and coarse muscle movements, lifting, pulling, pushing, and walking.

Benefits:

 Access to a vibrant arts community and the opportunity to work with talented artists from diverse backgrounds. Enjoy the scenic beauty of the foothills of Alberta while contributing to the cultural enrichment of the community.

If you are passionate about art and possess the skills and experience to excel in this role, we encourage you to apply by submitting your resume and a cover letter outlining your qualifications and interest in the position.

How to Apply:

Applications must be submitted as a single PDF document and should address the candidate's expertise in the areas of audience development, art history, and retail/business management. Please include:

- Cover letter
- Resume
- References

Deadline to Apply: position will be filled when a qualified candidate is found; submit your application as soon as possible.

Please email application to Christina Cuthbertson, Executive Director Christina.cuthbertson@leightoncentre.org

Employment details:

Reports to Executive Director Manages a cohort of installation volunteers Contract position paid hourly: \$20-30 per hour, depending on experience

Leighton Art Centre is an equal opportunity employer and is strongly committed to fostering inclusion and belonging within our community. We welcome applicants who have demonstrated a commitment to upholding the values of equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our mission, vision, and legacy. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities or living with mental illness, those who identify as women and/or 2SLGBTQ+. We recognize the legitimate and potential impact that career interruptions such as maternity leaves and leaves due to illness can have on a candidate's career progression. These will be taken into consideration when reviewing applications.