

ART GALLERY TECHNICIAN I

NATURE OF WORK

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

Work involves assisting in the preparation and maintenance of art work facilities and displays, the installation of exhibitions, the construction of packing crates for the shipping of fine art and the installation of permanent collection art works in departmental offices throughout campus. Work also includes the operation of the art gallery vehicle. Employees of this class work under the supervision of a technical supervisor and work is reviewed through observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in the receipt and unpacking of art work utilizing proper handling techniques.

Participates in the installation of exhibition displays and materials; installs a variety of art objects and hangs printed works in accordance with approved layout; dry mounts and places identification labels adjacent to appropriate items.

Assists in the dismantling of exhibitions; prepares art objects for shipping.

Operates art gallery vehicle for the transport of art work; delivers and assists in the installation of permanent collection works.

Maintains workshop equipment and facilities; recommends the ordering of supplies and materials, as required.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in the practical operations of an art gallery or museum; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

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

Some knowledge of the operation of an art gallery or museum.

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.

Ability to operate a variety of hand and power tools.

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

2605

1992-05-08

Under Review: 2004.01.05