

**ART GALLERY OPERATIONS SUPERVISOR****NATURE OF WORK**

This is responsible administrative, supervisory and technical work in the Art Gallery.

The employee of this class is responsible for coordinating, supervising and participating in the design, construction and installation of art exhibition display materials. Work also includes participating in the development of policies and procedures relating to the gallery operation, overseeing the development of the gallery budget, including the preparation of the budget requirements for the technical facilities, recommending the purchase of equipment, and reviewing and revising technical procedures to meet changing conditions. Supervision is exercised over technical subordinates. The employee performs work with considerable initiative and independence under the direction of the Director. Work is reviewed through reports, discussion and observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Coordinates the preparation of works of art and related exhibition materials for display, the maintenance of exhibitions and associated technical equipment, the installation of exhibitions and the transporting of art works in an efficient and effective manner; ensures that equipment and facilities are properly maintained; reviews and revises operational procedures to meet changing conditions and national standards.

Evaluates gallery policies and procedures; recommends revisions, as appropriate; discusses long term plans and objectives with the Director; develops program proposals, as requested; coordinates gallery operational projects.

Supervises technical subordinate staff and oversees the activities of administrative and clerical staff; participates in the interviewing of applicants; provides training, as necessary; reviews work performance; recommends confirmation, as appropriate; reviews work assignments and resolves work problems.

Prepares budget estimates for technical requirements on an annual basis; oversees and participates in the development of the gallery budget; reviews previous budget expenditure levels; determines additional funds required; recommends equipment purchases; discusses budget submission with Director; recommends the reallocation of funds to meet expenditure requirements.

Reviews the exhibition schedule to determine technical requirements; liaises with and interprets special instructions from artists and curatorial staff on exhibition arrangements; designs props, sets and display cases; supervises and participates in the construction of these materials; oversees the installation of exhibitions and ensures that preparations are complete.

Coordinates the dismantling of exhibitions; designs packing crates for the transport of fine art; instructs subordinates in the construction of crates; oversees the packing of art works.

Ensures proper maintenance of Art Gallery facilities; liaises with appropriate offices to request and coordinate repairs, renovations, security and cleaning services; ensures that the physical condition of the gallery meets required standards; recommends modifications and improvements to the Director.

Maintains liaison with other galleries as well as funding agencies.

Prepares administrative and technical reports for submission to superior upon request.

Maintains up to date technical information on display material construction.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Thorough experience in the design, construction and installation of art gallery display materials, including supervisory and administrative experience; graduation from an approved college or university with a bachelor's degree in Fine Arts or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Thorough knowledge of techniques, materials and methods in displaying and maintaining paintings, graphic art, sculpture and crafts.

Thorough knowledge of standard practices and methods, materials, tools, processes and procedures in display material construction and related woodworking.

Considerable knowledge of the Canadian public and university art gallery field, including institutions, funding agencies and museum service organizations.

Considerable knowledge of the design of exhibition props, sets and display materials.

Considerable knowledge of fine arts and of the processes and techniques of various art forms.

Considerable knowledge of art gallery operations.

Considerable knowledge of University policies, organization, rules, regulations and procedures.

Considerable knowledge of the hazards and safety precautions involved in display material construction.

Knowledge of the literature and current developments in props, sets and display material construction.

Knowledge of standard procedures and practices in budget preparation and control.

Ability to organize, plan and supervise the work of subordinate staff.

Ability to perform work from plans, sketches and oral and written instructions and to exercise judgement in determining techniques and methods.

Ability to install props, sets and display cases.

Ability to present ideas clearly and concisely both orally and in writing to groups and individuals.

Ability to operate carpentry power and hand tools.

Ability to establish and maintain effective working relationships with artists, groups, organizations, the general public and University faculty and staff members.

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**1992-05-28**

**Under Review: 2004.01.05**