

Position Title: Lead Exhibition Technician

Application Deadline: Ongoing until January 15, 2025

Job Status: Permanent Part-Time

Schedule: 10-12 weeks per year, 40 hours per week

Compensation: \$40/hour

Oakville Galleries is Hiring: Lead Exhibition Technician

The Lead Technician works alongside the Exhibitions & Collections Manager and reports to the Executive Director. The Lead Technician leads exhibition installation and de-installation, exhibition maintenance, program support, and other technical support as needed, at both our Gairloch Gardens and Centennial Square locations. This is a flexible but permanent role suitable for someone looking for regular, seasonal work throughout the year, with three installation periods per annum and occasional online/in-person management/planning meetings throughout the year.

The Lead Technician shall perform the following duties with some preparatory work in advance:

- Planning of, scheduling and realization of de-installation and installation of exhibitions in consultation with the Executive Director and Exhibitions & Collection Manager and in conversation with the artists. On site and off site meetings are anticipated.
- Professional packing, handling, and installation of artworks, including a/v equipment and construction of walls and/or installations as needed.
- Management of 1-2 other technicians with pre-installation meetings and then day-to-day oversight during the course of the installation period.
- Assistance with lighting, mounting, trouble-shooting, and placement of artworks in accordance with the artists and gallery team.
- Preparation and maintenance of exhibition and other spaces, including cleaning, painting, and repair work as required.

OAKVILLE GALLERIES

Gairloch Gardens
1306 Lakeshore Road East, Oakville, ON L6J 1L6
Centennial Square
120 Navy Street, Oakville, ON L6J 2Z4
T +1 905 844 4402
E info@oakvillegalleries.com
WWW oakvillegalleries.com

- Use of and maintenance of equipment, including stocking and restocking needed supplies, materials and equipment with approval by the ED. Errands and pickups as needed during install/de-install periods.
- Compliance with all safety protocols and procedures in the handling and installation of artworks and exhibition materials.
- Other duties as assigned by the Gallery's management including support of events and other programming, when necessary.

Requirements:

- A minimum of 3 years' relevant experience in exhibition installation, with experience in installing high-caliber contemporary art in various installations and genres.
- Significant experience in packing, unpacking, handling artwork and supporting logistics including shipping and condition reporting.
- Carpentry and painting skills, with clear experience with related repair / maintenance and broad knowledge of tool use essential.
- Strong audio-video skills.
- Team management skills with good scheduling, time management and related project management experience.
- Good organizational and communication skills.
- Problem solving and troubleshooting abilities with complex exhibitions.
- Design skills would be an asset.
- Ability to work professionally, collaboratively and conscientiously in a dynamic team environment.

To apply for this position, please forward a one-page cover letter and concise CV as one PDF document to [**employment@oakvillegalleries.com**](mailto:employment@oakvillegalleries.com). Applications will be reviewed on an **ongoing basis until January 15th 2025**. Early applications are encouraged.