



Building Community with Clay

## Curatorial Installations Manager

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Application Deadline: January 23, 2023 or until the position is filled

Start Date: February 13

Annual Salary: \$60,000-68,000, plus a comprehensive benefits package

Term: Full-time, permanent

The Gardiner Museum brings together people of all ages and communities through the shared values of creativity, wonder, and community that clay and ceramic traditions inspire.

We engage audiences with exhibitions, programs, and hands-on classes, while stewarding a significant permanent collection. We interpret historical ceramics to emphasize their relevance today, and champion emerging and established Canadian artists and their role in the broader world. We innovate through clay education, as we bring together the experience of making with a deeper understanding of the art of ceramics.

We believe in making, looking, and thinking through clay.

The Gardiner Museum has a collection of over 4,000 objects from the Ancient Americas, Europe, Japan and China, as well as contemporary works with an emphasis on leading Canadian artists. The Gardiner Museum is among the few museums in the world focused on ceramics and is one of the world's most notable specialty museums.

The **Curatorial Installations Manager** is a member of the Gardiner Museum's Curatorial department. The Curatorial Installations Manager contributes to the realization of the Museum's exhibitions program and gallery displays through the planning, production, and execution of installations. The position is also responsible for the care of the collection on public view and for the maintenance of the permanent galleries. The Curatorial Installations Manager may be called upon to contribute to special projects as relates to Curatorial and other departments. This position reports to the Senior Curator.

### DUTIES

#### **Responsible for the development, management, co-ordination, production and execution of installations established by the Museum (70%)**

- Develops installation plans in collaboration with the Exhibition Manager, Curators, Executive Director, external designers, and other museum staff

- Prepares and manages installation budgets, in coordination with the Exhibitions Manager, liaising with external designers and curators when necessary
- Contracts and schedules external labour, services, and supplies for production and installations
- Maintains proactive schedule of installation plans
- Consults and liaises with other museum staff regarding timelines, security, priorities, activities, and events
- Works with in-house and contracted curators on the design and layout of temporary exhibitions and other displays when external designers are not involved, including developing floor plans and installations
- Works with contracted designers to develop, envision, and implement exhibition designs
- Develops renderings, layouts and models for various projects
- Supervises contracted external labour and services
- Organizes gallery furniture, fixtures, equipment and supplies on and off site
- Orders, designs and/or fabricates display furniture and hardware
- Assists with packing, unpacking, lifting, and crating of artworks in the context of exhibition installations and de-installations, touring exhibition preparation, or the preparation of outgoing loans
- Oversees the production and installation of didactic panels and labels; installs AV materials when needed, or liaises with contract specialist
- Oversees gallery lighting for installations, including contracting lighting specialists when required
- Alongside Exhibitions Manager, liaise with external venues for installation needs related to touring projects

**Responsible for the care of the collection on display and other resources (30%)**

- Responsible, with the Collections Manager, for the cleaning of display cases, inside and out, in permanent galleries and special exhibitions, as well as the dusting and care of artefacts
- Ensures safe handling of artefacts, including moving objects, installation or de-installation
- Responsible for gallery lighting within the display cases, including maintenance of fixtures
- Responsible for the production and installation of didactic panels, labels and information panels within the galleries and elsewhere when requested; assists with the installation of AV equipment
- Manages and improves resources (off-site, workshop, storage, hardware, paint, and equipment)
- Identifies and reports any natural or human threats to the collection to the Collections Manager; advises curators of deterioration to labels, panels etc.
- Upgrades museum display standards with respect to technologies, efficiencies, accessibility, security, and aesthetics
- Advises on the design, execution, and installation of special projects including public artworks, seasonal programming, and event programming as relates to Curatorial and other departments.

## **REQUIREMENTS & SKILLS**

### **General Skills**

- Project management and organization: breaking down single day to multi-month installations into appropriate stages, finding suitable tradespersons and technologies as necessary
- Spatial thinking and conceptualization: visualizing solutions to 3D installations, fitting and displaying with safe, secure and appropriate methods
- Timeline logistics: managing timing of all steps of installation process for efficiency and cost-effectiveness, while coordinating with other staff members and contractors
- Design and aesthetic sensibilities: developing attractive solutions for displays, integrating security and structural needs with display aesthetics.
- Safety conscious: aware of engineering and human constraints with materials, handling, and crew movements

### **Technical or mechanical skills**

- Must be able to correctly handle, install, crate, and move art
- Must hold valid driver's license and be comfortable driving large trucks and vans
- Must possess technical knowledge and experience of fabrication and construction, such as advanced wood working, some welding, and high craft hand-work
- Must be experienced in painting, finishing, and surfacing Must be familiar with workplace safety standards
- Must be knowledgeable about museum standards
- Working knowledge of design software, such as SketchUp and Adobe Illustrator
- Ability to design lighting and maintain upkeep of lighting
- Familiar with audio visual installations
- Must be able to trouble shoot object presentation and mount making

### **Interpersonal/People Management skills**

- Team skills: able to work and interact with museum staff, curators, designers, trades, and preparators
- Managing contract staff in a fast-paced job site around fragile/valuable objects
- Cultivating generative working relationships with designers, artists, community partners, and other outside collaborators

### **Business Skills**

- Managing budgets and timely submission of contractors' invoices for payment
- Computer skills: Excel, cost tracking
- Inventory management of resources and materials

- Fielding quotes, familiarity with material and labour costs

#### **Oversight (budget and contract staff)**

- Management of installation portion of Exhibition Budgets
- Supervises installation crews of one to six individuals, occasional installation staff, and interns

#### **Experience/Bona fide education licenses or degrees required**

- Bachelor of Arts or Fine Arts, or equivalent experience in galleries/museums
- 2-5 years of experience leading and managing crews of one to six, maintaining strict timelines, expediency, and safety

#### **Working conditions**

- The position requires comfort and ability lifting objects in excess of 55 lbs on a regular basis
- Ability/certification to operate skyjack, hoists, power tools, hazardous machinery, and ladders
- Ability to operate car/truck

#### **Special conditions of employment**

- Expectation of some evenings and weekends particularly around installation times

The Gardiner Museum regularly updates our COVID-19 protocols and health measures in accordance with the Province in an effort to protect the health of both visitors and staff.

**To apply, candidates should submit a letter of interest and CV in one PDF document by January 23, by 5pm, to [hr@gardinermuseum.com](mailto:hr@gardinermuseum.com).** Please reference “Curatorial Installations Manager” in the subject line. No phone calls or visits please. For further information on the Gardiner Museum, please refer to our website: [www.gardinermuseum.com](http://www.gardinermuseum.com).

The Gardiner Museum is an equal opportunity employer and encourages applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Reasonable accommodations for disabilities will be provided, on request, to support applicant’s participation in all aspects of the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.