

# Catriona Jeffries

## Preparator (full-time)

[Catriona Jeffries](#) is now accepting applications for a Preparator to start on May 1, 2026 in Vancouver, Canada.

**Deadline:** April 20, 2026

### Job Description:

Preparator is a full-time, four day-a-week position that is responsible for the installation of gallery exhibitions and the movement of works between gallery, studios, exhibitions, museums, art fairs, and collections. The Preparator is responsible for handling the gallery's inventory and related documentation.

### Responsibilities:

- Working collaboratively and independently, the Preparator is responsible for installing/deinstalling exhibitions and other ongoing projects.
- Create custom packaging for 2D and 3D works of various mediums. Handle work with care and confidence when unpacking/packing custom crates and boxes.
- Daily building inspection of the warehouse, exhibition space, courtyard, etc.
- Communications with external contractors and suppliers re: custom crate fabrication, plinths, ordering packing materials, general building maintenance, etc.

### Qualifications:

- Prior experience in an art gallery or museum is preferred. Ideal candidate will have a background in visual art or related discipline.
- Has prior woodworking experience and knows how to safely operate basic power tools, including table saw, chop saw, drills, etc.
- Resourceful in researching and sourcing materials and equipment when it comes to packing, shipping, and installation of works, noting the prevalence of unusual materials and technologies in contemporary art.
- This position is physically demanding and requires an individual who can responsibly lift and move heavy objects including crates and artwork.
- Local Class 5 driver's licence is required. Experience and certification in operating scissor lifts and forklifts is an asset.
- Have a working knowledge of the Mac OS system, Microsoft Office, including Word and Excel for communications; and an understanding of data entry and linking records in a relational database is an asset.
- Ability to communicate clearly and openly with the team, generate timelines for projects and following requests in a timely manner, prioritize and handle various tasks and projects, create systems for an organized, efficient workflow.

### How to apply:

Please send a cover letter detailing your qualifications and your experience with contemporary art, as well as your resume, in a single PDF format by email to [gallery@catrionajeffries.com](mailto:gallery@catrionajeffries.com), subject "Preparator Application" by April 20, 2026. No telephone inquiries please. Only successful applicants will be contacted.

### Remuneration:

Salary \$45,000–48,000/year. Commensurate with experience.

# Vancouver