

Catriona Jeffries

Head Preparator and Registrar

Catriona Jeffries is now accepting applications for the position of Head Preparator and Registrar to start October 2021 in Vancouver, Canada.

Deadline: September 3, 2021

Job Description:

Head Preparator and Registrar is a permanent, four day a week position that is responsible for the installation of gallery exhibitions and all aspects of the movement of works between gallery, studios, exhibitions, museums, art fairs, and collections. The Head Preparator and Registrar oversees all handling of the gallery's inventory and related documentation, and establishes and maintains strong relationships with gallery artists, staff, collections and institutions.

Responsibilities:

Working closely with the Directors, the Head Preparator and Registrar is responsible for the installation of exhibitions and the storage, handling, packing and shipping of the gallery's inventory. Tasks follow the cyclical rhythm of the gallery's exhibition schedule, in tandem with multiple, simultaneous external schedules of exhibitions and production. Responsibilities also include establishing shared working deadlines, as well as liaising and supervising contractors as necessary. The Head Preparator and Registrar provides accurate and timely information to maintain administration, communications, and archive in cooperation with gallery staff in a supportive, collaborative environment.

Qualifications:

The ideal candidate will have a background in visual art and/or a related discipline and prior experience in an art gallery or museum is required. They must be able to work independently and in collaboration and must demonstrate initiative and attention to detail in internal and external communications. The candidate should be willing to foster strong relationships with artists remotely and in person, as well as with external service providers such as art shippers, fabricators and other art service companies. They must be resourceful in researching and sourcing materials and equipment, and learning independently to execute, teach, and/or delegate processes for packing, shipping, and installation of works, noting the prevalence of unusual materials and technologies in contemporary art. As such, kindness and clarity in speaking and writing, a desire to learn and teach, and ability to problem solve and manage priorities of time, space, staff, and budget, are key to this position.

A local class 5 driver's license is required. Experience operating scissor lifts and forklifts is an asset, as is woodworking experience and the safe operation of basic power tools, including table saw, chop saw, drills, etc. The successful candidate must 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. The flexibility to travel nationally and internationally is required for art fair participation.

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 e-mail to gallery@catrionajeffries.com, subject "Head Preparator and Registrar" by September 3, 2021. No telephone inquiries please, only successful applicants will be contacted.

Remuneration:

\$45,000/year min, commensurate with experience, 6 weeks holiday per annum.

Vancouver

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