**We Have an Opening!!!**

**Preparator for the John V. Hicks Gallery at the Prince Albert Arts Centre**

**The Prince Albert Council for the Arts** is seeking a qualified Exhibitions Preparator for the John V. Hicks Art Gallery located in the Prince Albert Arts Centre building. Reporting to the Board of the Prince Albert Council for the Arts you will be responsible to hang all exhibitions in the Hicks gallery.

The Exhibition Preparator will be responsible to ensure that exhibitions from the Organization of Saskatchewan Arts Council's travelling program be up by the 1st of the month and taken down by the 24th of the month. The OSAC shows are to be unpacked/packed according to their instructions following standard gallery art handling procedures.

**Specific Duties and Responsibilities**:

* Condition reports must be completed both during unpacking and upon repacking of the exhibitions.
* Communicate with the Arts Centre staff when OSAC exhibitions are ready for shipping with completed return reports.
* For other exhibitions keep original packing materials intact to be used when returning art pieces and communicate with the Mann Art Gallery director for any further information as required.
* Maintain the gallery walls in excellent condition by filling nail holes, sanding and painting immediately following the conclusion of each exhibition.
* Requires moderate physical activity including stairs & use of ladders. Handling of objects that can weigh up to 40 pounds.
* Notify schools of all shows through the SK Rivers School Division, Prince Albert Catholic School Division, SK Polytechnic, Gabriel Dumont Institute, SK Indian Institute of Technologies, the PA Multicultural Association and distribute promotional materials as supplied.
* Submit a written account of dates, hours worked, and tasks completed to the Prince Albert Council for the Arts for payment of services rendered.
* Attend monthly PA Council for the Arts meetings to provide updates and for good communication.
* Assist the PA Council for the Arts in planning and preparing for exhibition opening receptions in the gallery.

**Qualifications**:

* Minimum of 2-3 years installation experience preferably in a gallery or museum.
* Advanced knowledge of art preparation techniques, practices and principles as well as materials, fabrication techniques, construction and carpentry.
* Experience in installing and maintaining a variety of multimedia equipment.

Competitive salary based on skills and experience.

Email/mail, or drop off your resume with cover letter by **5 pm March 15, 2019** to:

pacfta@gmail.com

Prince Albert Council for the Arts

Attention: Preparator For John V. Hicks

1010 Central Ave

Prince Albert, SK S6V 4V5