

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00261	Pay Grade:	9
JD Title:	Preparator and Installation Officer	JD FTE Hours:	37.5
Job Family:	Museum		

General Description

Responsible for installing works of art and preparing the University Art Collection, works of art, and exhibitions loaned to the Museum from public and private sources for exhibition.

Representative Duties & Responsibilities

- Install art work, adjust lighting and sensor lights as required for a variety of exhibits.
- Apply treatments to art work such as matting and framing to maintain the condition and authenticity of pieces.
- Monitor and ensure a safe environment for privately and publicly owned pieces of art work that have been loaned to the University and displayed in the Museum.
- Complete condition reports and physical examinations of art and document in detail the condition of specific pieces of art including measurements, dimensions and a description of the damage that has been identified.
- Scrutinize and assess the physical condition of various exhibits and refer issues to the appropriate manager.
- Develop, maintain, and update an inventory of works of art.
- Review and interpret legal contracts pertaining to exhibit needs, requirements and restrictions, and contracts for shipping art.
- Understand the effects of light, relative humidity and temperature on organic, hygroscopic, inorganic, and volatile or toxic substances.
- Research and identify customized storage systems and hanging systems for complex and unusual works of art.
- Fabricate and modify crates and prepare pieces of art for shipping and transportation.
- Design and fabricate hanging systems for complex and unusual works of art.
- Provide instruction and direction to staff when handling works of art.
- Participate in the planning, coordination and space allocation of exhibitions.
- Provide advice and consultation to external art institutions regarding the hanging and storage of art work.
- Write a variety of documents such as procedure manuals and needs assessments for artwork.
- Liaise with artists to identify their needs regarding display of their art and determine required materials for building displays.
- Identify, source, and order resources and materials required for installations.
- Identify shortage of space and re-evaluate the location of art displays to accommodate expanding collections.
- Calibrate thermo-hygrographs using a motor blown psychrometer and slide rule.
- Develop and calibrate standards to meet the various needs of specific exhibits.
- Refer to building blueprints for access to changing and adapting power sources for multimedia installations.
- Use a variety of power tools when fabricating storage systems and art displays.

Supervision

- Provide direction to others in how to carry out work tasks.

Qualifications

- Bachelor's degree in Art History, Fine Arts, or related field.
- Requires 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of up to 2 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to update data in databases and word process documents.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Fabricating storage systems and displays for exhibits.
 - Moving moderate weight and awkward equipment such as exhibits and pieces of art.
 - Working in awkward positions when assembling art displays.
- A typical work day occasionally requires high physical effort for activities such as:
 - Climbing ladders and scaffolding to move and manipulate large and awkward exhibits.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting information required to respond to inquiries and word processing routine documents.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Communicating with a variety of stakeholders and responding to inquiries.
 - Coordinating resources for installations and developing displays.
 - Writing conservation and needs assessments reports for artwork.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
 - Preparing calibration standards.
 - Monitoring the condition of various exhibits.
 - Scrutinizing and assessing the physical condition of various exhibits and refer issues to the appropriate manager.
 - Developing concepts such as planning for difficult storage and displays.

Working Conditions

Physical Environment:

- Occasionally required to work outside while loading art into trucks and checking condition of external art.
- Occasionally exposed to unpleasant odours from adhesive sprays and paints.
- Occasionally required to work in poor light and strong glare in galleries.
- Occasionally required to work in uncomfortable or confined work spaces when hanging or relocating exhibits.
- Occasionally exposed to loud noises in the clean room.
- Occasionally required to wear protective equipment such as steel toed boots, gloves, and safety glasses.

Psychological Environment:

- Occasionally acts as an international courier which requires the constant surveillance of artwork without a break.
- Frequently required to deal with multiple requests and simultaneous deadlines.

Health & Safety:

- Required to climb ladders and scaffolding to hang exhibits.
- Uses power tools to fabricate and assemble exhibits.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00261	Pay Grade:	9
JD Title:	Preperator and Installation Officer	Total Points:	573
Job Family:	Museum		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.5	94
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	3.0	21
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	4.0	78
Responsibility	9. Planning and Coordination	3.5	55
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	3.0	18
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16