



# Centre des arts visuels Visual Arts Centre

350 avenue Victoria  
Montréal (Québec) H3Z 2N4

514-488-9558 info@centredesartsvisuels.ca  
www.centredesartsvisuels.ca

The Visual Arts Centre is looking to hire an Exhibitions Technician! Are you looking to work in a thriving cultural institution? We want to hear from you!

Apply to [info@visualartscentre.ca](mailto:info@visualartscentre.ca) by **Nov. 5, 2021** with your cover letter, CV and a few visual examples of exhibition hanging experience.

## About the Visual Arts Centre:

With our School of Art – Canada's largest bilingual independent art school – and our McClure Gallery – an exciting exhibition venue – the VAC offers you a thriving community of artists, teachers and students. We've been part of Montreal's artistic fabric since 1946!

## Why choose the Visual Arts Centre?

- Opportunity to work in a thriving cultural institution and become part of the VAC community
- Located near Vendôme metro and train station, as well as a variety of bus stops
- Chance to work in our beautiful historic building located in the heart of Victoria Village
- Possibility of taking free art courses as an employee
- Join our dynamic team!

## Position Summary

The VAC's Exhibitions Technician is responsible for hanging and dismantling all exhibitions in the McClure Gallery during its regular season (September to June).

## Conditions of Work

- Part-time position
- Number of hours: An average of 20 hours per month between September and June (some exhibitions take more time and others take less).
- Work hours: The hours are typically spread over 3 days from Sunday to Wednesday before the vernissage.
- Salary range: \$450 - \$550 per month (September – June), based on experience.

## Tasks

- Consulting with each artist about their selected work and it's installation in their exhibition (when required)
- Arranging with the artist(s) for delivery of work and installation date.
- Unpacking the work.
- Storing packing materials and any extra work that will not be exhibited but will remain on premises.
- Selecting (with or without the artist, depending on each situation) on which of the works brought to the gallery will be included in the exhibition.
- Deciding (with or without the artist) on the placement of the work in the gallery.
- Making sure that the gallery has the appropriate tools, hardware or supports (such as podiums) for installing the work.
- Installing the work (with or without the artist).
- Lighting the work.
- Making sure that the window lettering is available and installed.



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- Coordinating with the administration to make sure that that gallery is clean and the walls repaired before the show opens (note: the VAC's custodian is responsible for preparing the walls prior to the hanging).
- Making sure that the artist provides a list of works that correspond to the works in the exhibition.
- Assisting in any administrative or other duties (if necessary) to ensure that the exhibition opens as planned.
- Arranging with the artist for the takedown of the exhibition.
- Making sure that there are sufficient packing materials to re-package the work.
- Taking down and re-packing the work (with or without the artist).
- Storing the work (if needed).
- Making sure that the gallery is empty and available for the delivery of work for the next exhibition.

## Requirements

- Experience: At least one year of experience as an exhibition technician or experience hanging and dismantling at least 10 exhibitions.
- Language: Bilingual, English and French (spoken)

## The ideal candidate will possess:

- Experience handling various types of media, including ceramics, painting, prints, sculpture, drawing, framed and unframed work, and some digital work (such as video)
- A strong ability to make design choices.
- Organization skills.
- Ability to perform the physical duties required to hang and dismantle exhibitions.
- Very good communication skills. Knowledge of correct lifting techniques.
- Knowledge of how to correctly and effectively pack and unpack artwork and related items.
- Ability to work collaboratively with artists and administrative staff.
- Skills related to understanding and interpreting design plans.

## Employment Equity

The Visual Arts Centre is aligned with the principles of Employment Equity.

Employment Equity aims to correct systemic barriers to employment and promote the accommodation of designated groups in the workforce.

Employment Equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that Employment Equity requires special measures and the accommodation of differences for the four designated groups in Canada. The four designated groups include: women, aboriginal peoples, persons with disabilities and members of visible minorities, with the addition of a fifth group, members of the LGBTQ2+ community. For more information on Employment Equity, please consult Employment and Social Development Canada (<https://www.canada.ca/en/employment-social-development/programs/employment-equity.html>), or contact us by email at [info@visualartscentre.ca](mailto:info@visualartscentre.ca)

We encourage applicants who consider themselves members of an aforementioned designated group to self-identify in their application.