

DEPARTMENT:	Office of the CAO	STATUS:	Auxiliary
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	Project-based and non-standard work hours*	SALARY:	\$26.35 – \$30.93 per hour (2021 rates) + 12% in lieu of all benefits

New Media Gallery is a public gallery, owned and operated by the City of New Westminster.

The City of New Westminster is seeking two auxiliary Exhibition Preparators to work on a project basis to support the fabrication, installation and de-installation of international, technology-based art exhibitions at New Media Gallery. This is skilled technical and trades work. It involves extensive tear-down and construction of walls, along with the installation of international artworks, technologies, and exhibitions. The work of this position involves demolition, construction, basic carpentry, dry walling, patching, painting, finishing, and similarly related tasks in building a high quality exhibition space. The work also involves the safe handling and installation of new media artworks and technologies, including such things as video + sound, robotics and computer-based works. The job is physical and demanding and requires a firm time commitment. The work will require communicating and working with occasional international artists and technicians and following direction from the NMG Director.

If you have the following characteristics and qualifications, we want to hear from you:

- You have an Arts Degree or Diploma plus two years of related experience.
- You have considerable knowledge of standard practices, methods, materials, tools, equipment, and technologies used in cultural exhibitions, installation, and fabrication.
- You have considerable knowledge of the requirements, techniques, materials, methods, operation of computer hardware and software applications used to install multi-media artworks to a high standard.
- You have a demonstrated understanding of the hazards and necessary safety and handling precautions involved in working in exhibition spaces and workshops: with power tools, solvents, and complex technologies.
- You have a track record of working with audio/visual systems and equipment/technologies
- You have experience packing and unpacking crated works of art, the ability to follow instructions and document the process, and a high level of artwork care and handling techniques and procedures.
- You have the ability to take direction, follow verbal or written instructions, work from rough sketches, notes, blueprints, technical riders, and installation specifications.
- You have significant experience in one or more trades including wall building, demolition, painting, and wall repair, which will make up at least half of each installation.
- You are capable of lifting 50lbs, and are comfortable working on ladders and in cramped conditions.
- You have the ability to work in an exceptionally busy environment, with tight timelines and be sensitive and very responsive to time constraints.
- You have the flexibility to commit in advance to a four week schedule and follow through on this commitment.
- You are an excellent team worker, have exceptional listening skills and the ability to quickly establish trust, while exercising judgement and tact when working with international artists and technicians.
- You have the ability to pass and maintain a satisfactory Police Information Check.
- You have the ability to work well under pressure, and are able to work a standard work week and occasional, non-standard hours and overtime as operationally required on a regular basis for four to five week stretches three times a year.
- A valid BC Class 5 Drivers' License would be an asset.

***The successful candidate will be required to work a flexible work schedule, including evenings, weekends, and holidays as required to support operational needs. The work schedule will include three 4-week blocks per year plus short periods in between exhibitions. The first block is April 29 for a half-day orientation and full-time hours from May 3 to June 4.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by March 25, 2022** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-29**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada