

VANCOUVER ART GALLERY ASSOCIATION
TEMPORARY CASUAL POSITION AVAILABLE
Graphics Preparator (AV Tech II)

DUTIES:

Reporting to the Audio Visual Technician III, the incumbent assists the Designer for Exhibits, Graphics and Production in the production and installation of graphic and signage materials for gallery exhibitions, programs and wayfinding.

Responsibilities include mounting, trimming and preparation of output materials for installation; preparation and installation of die cut vinyl; preparation and installation of large wall graphic murals; following technical drawings and floorplans; working with other technicians engaged in exhibition preparation and installation.

QUALIFICATIONS:

Post Secondary courses in graphic production, media or visual arts and/or a minimum of one year of experience in graphics installation and preparation is required. Demonstrated experience with large-format graphics installation and familiarity working in the visual arts field are assets.

As a graphics preparator, you will be adept with manual graphics tools for preparation and installation of materials including large and small scale diecut vinyl and large scale adhesive-backed graphics. Applicants must demonstrate an efficiency to work within a compressed timeline in a fast paced environment; attention to detail and ability to follow directions ensuring high quality work; excellent communication skills with the ability to effectively work independently and as part of a team. Experience and safety working on ladders, scaffolding and mechanical lifts is required. Scissor lift certification is an asset. The successful applicant will have proficient knowledge and skills in basic office software. Knowledge of SketchUp and Adobe Indesign Suite would be an asset. Woodworking and construction experience is also an asset.

SALARY: Pay Grade 18 Step 1 \$23.02 per hour

HOURS: This is casual on-call work during normal business hours. Some weekend and evening hours may be required.

Please submit your resume by Friday, April 21, 2017 to Debra Nesbitt, Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: 604-682-1086 or email hr@vanartgallery.bc.ca.