

PARISIAN LAUNDRY

Employment opportunity : Exhibition & Facilities Technician

Permanent : 28 hours per week

Application deadline: January 17th 2018

Start date: immediate

Tasks related to Exhibition Technician:

- Handles all artworks entering and leaving the gallery
- Packages artwork with great care using appropriate materials for shipping and on-site storage
- Creates detailed condition reports for all work entering the gallery
- Assists in the coordination of shipping artworks.
- Installs artworks for exhibitions
- Creates and installs vinyl lettering
- Installs and adjusts lighting appropriately
- Orders packing and shipping materials
- Maintains and organizes inventory and additional storage spaces
- Receives deliveries
- Registers artworks and updates database regularly
- Maintains records of accession, condition, and location of artworks on consignment, in inventory or on loan

Tasks related to Facilities Technician:

- Maintains physical space and general housekeeping including WCs
- Supervises contractual maintenance workers
- Spackles and re-paints walls
- Sweeps and mops gallery
- Maintains and organizes utility closet
- Orders WC supplies and general materials for the gallery
- Sets up the space and supervision of events at the gallery
- Handles the administrative duties related to the facilities
- Sweeps sidewalk and courtyard
- Shovels and salts sidewalk during the winter

Requirements:

- Detail oriented
- Bilingual
- Strong background and interest in contemporary art
- Extremely organized
- Advanced carpentry and technical skills
- Excellent interpersonal skills
- Able to work collectively and independently
- Able to take initiative
- Mac based computer skills including knowledge of MS Office, Photoshop, Illustrator, Google sketch up, FileMaker

Application:

Email CV with cover letter, clearly labeled with your name to

Megan Bradley

mb@parisianlaundry.com

No phone calls or in-person inquires; email only.

Only qualified applicants will be contacted