

**Vancouver Lipont Art Centre**  
**Part-time/on-call Gallery Preparator**

**Position Overview**

Vancouver Lipont Art Centre is a commercial art space founded in 2016. Situated in the building of Lipont Place in Richmond, B.C., the Centre presents local and international contemporary art and advocates the integration of business, art, design and culture. The showroom and the garage of the former Acura dealership building are converted into two galleries. Besides art exhibitions the Centre hosts many events.

Under the direction of the Exhibition Technician, the gallery preparator performs a variety of skilled duties related to preparation, installation, and care of exhibitions and works of art.

**Qualifications:**

- Thorough knowledge of museum standards of art handling and preparation.
- Two-year hands-on experience with art gallery/museum installation techniques and standards.
- Experience with art handling, storage, packing, crating, installation and dismantling.
- Working knowledge of carpentry and safe handling of power tools.
- Experience reading floorplans, specifications, and diagrams.
- Ability to be flexible, communicative, and work collaboratively in a team environment.

**Requirements:**

- Ability to lift 50 pounds.
- Ability to climb a ladder and scaffolding.
- Ability to communicate effectively with staff and artists.
- Ability to work at least three days/week and on evenings and weekends as needed.
- Ability to install and operate audio and visual equipment.
- Ability to troubleshoot computer technology in exhibition and displays.
- Has valid BC Class Five driver's license.
- Knowledge of Chinese Mandarin is an asset but not required.
- Candidates must pass and maintain a criminal and police information check.

**Remuneration:**

\$16 - \$18 per hour

**Location**

Lipont Place  
4211 No. 3 Road  
Richmond BC V6X 2C3  
[www.lipont.com](http://www.lipont.com)

**How to apply**

Please send your resume to the Human Resource department: [hr@lipont.com](mailto:hr@lipont.com)

Closing Date: February 20, 2018

No phone calls please.