

Federation of Canadian Artists
2021 March 17



Job Title: Art Handler
Term: Part time, permanent (17 hours/week)
Organization: Federation of Canadian Artists
Deadline: Until Filled

Job Description:

The Art Handler cares for artwork while we have it in our possession. This includes packing, preparing, warehousing, and shipping artwork to and from member artists and buyers. The Art Handler works with the Gallery Coordinator and sales team.

As an Art Handler, your main responsibilities will include the safe receiving and handling of fragile artwork, as well as supporting your team with handling and receiving valuable artwork. Administrative tasks, such as maintaining inventory records and condition reports will also be a part of your responsibilities. The Art Handler provides return delivery services to artists once exhibitions have ended, or to clients once artworks have sold. You will work closely with the Gallery Coordinator to ensure artworks have arrived on time for exhibitions and be an important player in uninstalling exhibitions.

A good candidate would be detail oriented, self-motivated and have experience with handling and packing fine art. In addition to these qualities, the ideal candidate would be able to take initiative, assess our current procedures, and make changes and improvements where needed.

Core Responsibilities:

- Inventory management
- Carefully unpacking received artwork and making note of how it was packed to return artwork in the same way as it was received from delivering artists
- Handling artwork and storing it carefully to avoid damage and make for easy retrieval
- Informing the Gallery Coordinator of late or missing deliveries
- Preparing artwork for display – this might include small repairs, framing, mounting, wiring and labelling objects
- Recording the condition in which artwork is received in, generating condition reports and flagging and photographing any damage
- Informing artists of damage by sending detailed photographs and working with the artist and Gallery Coordinator to either repair or return the artwork
- Invoicing and collecting payments from artists for framing or repair work
- Assist in uninstalling exhibitions, including wall patching and spot painting
- Refiling artwork for expedient in-person pickup
- Securing and handling fragile items for return delivery / transportation
- Repacking artwork for return, building custom boxes as necessary

- Ensuring that artwork reaches clients or artists safely
- Releasing artworks to clients, shippers, artists and third party collectors

Qualifications:

- Previous experience as an art handler or an art technician, ideally a fine art shipping company gallery, auction house or museum setting is preferred
- Previous high quality art handling skills, including furniture and large sculptures, traditional western art and contemporary works
- You will be required to display strong fine art handling, packing and uninstalation skills.
- A flexible team player, who has excellent time management capabilities, strong organizational and problem solving skills are essential
- Proficient computer and administration skills are required.
- The ability to work individually, whilst contributing to a team environment are essential
- Framing experience and artwork restoration experience is not necessary but a considerable asset

How to Apply: Email fcaoffice@artists.ca with your resume, cover letter and subject heading "Art Handler Application"

Remuneration: \$17/hr