

**JOB DESCRIPTION  
PIVOT TECHNICAL FACILITATOR  
COMOX VALLEY ART GALLERY**

The Pivot Technical Facilitator will report to the Program Director.

The Facilitator will coordinate the research, acquisition of equipment, installation, staff training, and development of an ongoing maintenance plan related to Comox Valley Art Gallery's digital pivot. The goal will be to upgrade the Gallery's capacity to present virtual and outdoor programming to the highest level possible with the Gallery's financial capacity.

The focus will be obtaining and installing equipment and software that enables the Gallery to:

- Present live streaming of artist talks, art demonstrations, community make-art projects, and performances.
- Present digital projection outdoors
- Present live sound and recorded soundscapes outdoors
- Provide surge protection and clean electricity for the building
- Install lighting to illuminate Indigenous artwork on the CVAG plaza
- Install lighting to combat the glare in the Window Gallery, so programming is visible on sunny days
- Document virtual tours of Gallery for sharing virtually
- Improve our capacity for design and publications
- Upgrade our website for stronger virtual presentation
- Present programming off-site on digital monitors.

Duties will include:

- Reviewing the Gallery's recent digital inventory and equipment needs assessment.
- Researching the options, costs and technical specifications required for the digital pivot.
- Working with the Program Director and Creative team to establish priorities and develop an equipment acquisition plan (to be reviewed and updated regularly).
- Purchasing, installing and testing equipment.
- Ensuring that warranties are activated and that user manuals etc. are filed.
- Training staff in the use, care, storage, and maintenance of equipment.
- Producing staff manuals for using, troubleshooting, storing and maintaining equipment.
- Developing a plan for upgrades where appropriate.
- Working with City of Courtenay to obtain any required permits or permissions.

Qualifications:

- Strong familiarity with purchasing, installing, and using digital technology.
- Experience with providing training and producing written manuals.
- Well-organized and proficient at creating a digital and paper filing system that is useable for others.
- Understanding and appreciation of contemporary art galleries and non-profit societies.
- Ability to work well with others in a team environment.