

Job Description

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie is a place of art preservation, inspiration and exploration. We offer free admission, tours, programs, and activities for all ages. The Art Gallery presents an average of twelve art exhibitions per year and welcomes over 25,000 visitors annually.

Reporting to the Curator, this term position will support the Curator and curatorial team in creating advances in the dissemination of curatorial theory and further knowledge of Canadian Contemporary and Historic Art in the North Western Alberta region.

The Assistant Curator will assist in the planning and organization of the acquisition, storage, preservation and exhibition of work by individual artists and groups of artists, collections and related materials including the execution of exhibition themes and designs to promote audience development and education at the Gallery. This includes publicity, promotional activities, catalogue production, organization of guest curators and community-based curatorial projects, as well as related work with acquisitions, management and exhibition of our permanent collection.

Closing date for application:	Monday, May 15th, 2017
Position start date:	As soon as possible
Work Schedule:	Term position, June 2017 to February 2018 (40 weeks)
Hours:	flexible, up to 25 hours per week
Wage:	\$20/hr.

Specific Duties

- Collaborate with the Curatorial team, in the overall planning, development and implementation of annual exhibition programming.
- Develop specific collection and local artist-based proposals for exhibitions for the consideration of the Curator and conduct scholarly research related to the collection and to the production of exhibitions and publications.
- Originate exhibitions, for those projects approved, including research, production, presentation and publication components as applicable. Select artworks, negotiate loans, design and oversee installations in conversation with the Preparator, compile scholarly catalogue essays and biographical information, coordinate photography, editing and proof-reading of text, participate in media interviews and assist the Curator in arranging contracts.
- Maintain current knowledge of the latest developments in exhibit design concepts, techniques, technology, innovations and maintain a broad and current professional

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knowledge of activities in contemporary art and related fields through studio visits, conferences, lectures and workshops.

- Assist in coordinating the booking and in-house presentation (including design and supervision of installation) of exhibitions of art organized by other institutions or by guest curators, for display at the Gallery.
- Assist in coordinating the production of assigned publications (catalogues, brochures and posters, etc.), and assist in writing scholarly text for exhibition catalogues, text panels, and the Gallery's newsletter (as required).
- Prepare detailed budgets and descriptive narratives and other materials for Gallery requirements and granting agencies, for approved exhibition projects. Monitor and control budgets for assigned projects.
- Advise the Curator of special requirements in materials, facilities or issues arising in daily responsibilities through **quarterly** reports. Also outline activities performed and key success measures pertaining to the programming of the Gallery.
- Assist the Curator of Education & Public Programming in aspects of programming, initiatives, extension activities and didactic publications.
- Supervise volunteers specifically pertaining to programming objectives.
- Attend and assist in set-up / take-down of receptions and special events as required.
- Assist in organizing and executing fundraising and public programming events as required.
- Perform other related duties as required.

Skills and Abilities

Required

- Maintain a satisfactory knowledge of contemporary and historical art practices locally, regionally and provincially.
- Demonstrate the ability to conduct scholarly research, write to publishing standards and organize exhibitions of art.

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- Maintain knowledge of current practises in the proper handling of art work and demonstrated ability to design and implement the effective display of works of art.
- Demonstrate the ability to communicate effectively both orally and in writing with respect to historical and contemporary artwork for public presentations, project proposals, grant submissions, publications and other printed materials.
- Demonstrate the ability to work with minimal supervision in a team environment.
- Demonstrate the ability to establish and maintain effective working relationships with other employees, artists, professionals within the museum communities and the public.
- Demonstrate the ability to successfully motivate and supervise casual staff, helping to engender a strong sense of team spirit.
- Demonstrate the ability to multi-task, establish priorities, perform under pressure, maintain attention to detail and meet deadlines
- Possess a valid driver's license

Assets

- Demonstrate the ability to adequately use Microsoft Office applications, Adobe Photoshop, website browsers and both Windows and MAC platforms.
- Experience using computerized desktop publishing and design software and the use of a variety of gallery / museum collection management software.
- Have training and / or be authorized to safely operate a scissor lift.
- The ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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Qualifications

A Bachelor's Degree in Fine Arts, Art History, Curatorial or Museum Studies, or equivalent education and experience, from an accredited education program with a specialization in a Fine Arts related discipline.

Knowledge of funding agencies / organizations and experience in writing grant applications.

Applications

Please send a cover letter and CV, and any inquiries, to:

Attn: Curator
info@aggp.ca
103, 9839 – 103 Avenue
Grande Prairie, AB
T8V 6M7

Closing date for application: Monday, May 15th, 2017

We thank all who may apply, and only those who are short-listed will be contacted for an interview.