

**General Description**

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie (Gallery) is a place of art preservation, inspiration and exploration. We offer tours, programs, exhibitions and learning activities for all ages as a free art museum.

The Gallery presents an average of 8-10 art exhibitions per year, including from our Permanent Collection, and welcomes over 20,000 visitors annually. The Travelling Exhibition Program (TREX), delivered on behalf of the Alberta Foundation for the Arts, travels to 20+ venues and further sees an annual attendance of up to 200,000 visitors. The Permanent Collection is comprised chiefly of regional works of contemporary art, numbering 850 pieces.

<b>Closing date for application:</b>	<b>Friday, April 3 at 5pm MST</b>
Position start date:	negotiated
Work Schedule:	Monday to Friday, 10am to 6pm (some weeknights and weekends required)
Hours:	40 hours per week (35 work hours)
Wage:	\$50,000 - \$60,000 commensurate with experience

\*The position includes a generous health benefit plan, with premiums fully paid by the Gallery\*

The Curator, Exhibitions and Collections (Curator) will create advances in the dissemination of curatorial theory and further knowledge of Canadian Contemporary and Historic Art in the North Western Alberta region.

The Curator will plan and organize, along with their staff, the acquisition, storage, preservation and exhibition of work by individual artists and groups of artists, collections and related materials, including the selection of exhibition themes and designs to promote audience development and education at the Gallery. The position leads the curatorial decisions made within the parameters of the Curatorial Mandate and works closely with the Curatorial Team; Curator, Learning and Executive Director.

On all matters, the position reports directly to the Executive Director.

**Specific Duties**

- Lead, and staff, the Curatorial Team in the overall planning, development and implementation of annual exhibition programming. The current Exhibitions and Collections team includes full time Associate Curator (Travelling Exhibitions), Curatorial Assistant and Art Preparator.

- Develop specific proposals for exhibitions 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 staff, compile scholarly catalogue essays and biographical information, coordinate photography, editing and proof-reading of text.
- Provide input, as needed, to the Executive Director on Board policies relating to vision, mission, values, goals and Curatorial and Collections Mandates.
- Maintain current knowledge of the latest developments in exhibit design concepts, techniques, technology, innovations and maintain a broad and current professional knowledge of activities in contemporary art and related fields through studio visits, conferences, lectures and workshops.
- Oversee 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.
- Oversee the production of assigned publications (catalogues, brochures and posters, etc.), and write scholarly text for exhibition catalogues, text panels, and the Gallery's newsletter (as required).
- Monitor and control budgets, and provide annual reporting, on the Exhibitions and Collections unit.
- Oversee supportive text for the Canadian Cultural Property Review Board's consideration for donated artwork, as required.
- Assist the Executive Director with the process related to collections policy, especially in acquisitions, donations, conservation, exhibition and de-accessioning.
- Maintain close contacts with galleries, artists, and art related organizations in the community, province and nation, and represent the Gallery at annual conferences, exhibition openings and other types of professional meetings.

- Research and present lectures, talks, tours and other oral presentations related to exhibitions and related subjects. Respond to questions from the public regarding Gallery exhibits.
- Assist other members of the Curatorial Team in aspects of programming, initiatives, extension activities and didactic publications, as required.
- Assist in organizing and executing fundraising and public programming events as they relate to artists, exhibitions, collections and publications, as required.
- Supervise Exhibitions and Collections staff, including time, priority, development and performance reviews.
- Perform other related duties as required.

### **Skills and Abilities**

#### *Required*

- Maintain a thorough knowledge of contemporary and historical art practices locally, nationally and internationally.
- Demonstrate the ability to conduct scholarly research, write to publishing standards and organize exhibitions of art.
- 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 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 or acceptable knowledge of using computerized desktop publishing and design software and the use of a variety of gallery / museum collection management software.
- The ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Qualifications**

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

Three to Five years of recent progressively responsible curatorial experience as an independent curator or in an art gallery or art museum, with demonstrated success in originating art exhibits, including all facets of research, production, installation, publication, and budget development and control.

Demonstrated ability to research, analyze, and write about Canadian and International art to publishing standards

Ability to legally work in Canada

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

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

Executive Director  
103, 9839 – 103 Avenue  
Grande Prairie, AB  
T8V 6M7  
info@agpp.ca

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