

### General 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. The program managed by this position, the Alberta Foundation for the Arts' 'Traveling Exhibition Program', curates and manages mobile exhibitions with participation from 20-30 venues and 150,000-175,000 people annually.

<b>Closing date for application:</b>	<b>Friday, June 26, 5pm (MST)</b>
Position start date:	August 1, 2020 (Open to negotiation)
Work Schedule:	Monday to Friday, 10am to 6pm (some weeknights and weekends required)
Hours:	35 hours per week
Wage:	\$40,000 - \$52,000 commensurate with experience

The position includes a generous health benefit plan fully covered by the Gallery

Reporting to the Curator, Exhibitions and Collections, the Associate Curator has responsibility for the Gallery's delivery of the Alberta Foundation for the Arts' 'Travelling Exhibition Program' (TREX) for region 1 (Peace Region and Northeastern BC). They will also support the research and curation of exhibitions as part of the Gallery's annual calendar. They are responsible for supporting the priorities and attitudes that exemplify the values, professionalism, mission and vision of the Gallery.

### Exhibition Curation and Circulation:

- Circulate a minimum of six exhibitions for the TREX program per year.
- Curate, prepare and circulate a minimum of three new exhibitions per year; one of these exhibitions must be solely comprised of artwork from the Alberta Foundation for the Art's (AFA) collection. All artworks included in all TREX exhibitions must be by Albertan artists.
- Work with the Gallery team to manage the scheduling and safe shipping of all TREX material to venues.
- Ensure proper insurance for all artworks included in TREX exhibitions.
- Ensure incremental payment of artist fees are paid, aiming towards the CARFAC fee schedule levels.
- Work alongside the Gallery team to provide technical and qualitative advice to all Venues as required.
- Ensure an "Exhibition Fee" is charged to all Venues participating in the TREX

## Job Description

Program.

- Manage all contracts, agreements and third parties required to deliver the TREX program.
- Research, develop and curate several exhibitions for the Art Gallery of Grande Prairie annually.
- Support the Curator and Exhibitions and Collections team as required.

### Education

- Oversee with Gallery staff one or more of the following to accompany all new TREX exhibitions: educational packages, lesson plans, pamphlets and catalogues, curatorial/artist statements and didactic panels and labels.
- Where budget allows, organize visiting artists program in conjunction with selected exhibitions; artists would be contracted to conduct workshops and lectures pertinent to the exhibition and audience.

### Marketing

- Promote the TREX Program in the Region(s) selected by planning and enacting a five-year promotional program in print and/or electronic media, radio and/or television.
- Maintain up-to-date and relevant electronic and print interpretive/educational materials and a website for the TREX Program.
- Locate and encourage new Venues to participate in the TREX Program, especially those outside of Edmonton and Calgary.

### Reporting

- Provide progress and information reports on the TREX Program activities in the Region to the AFA as required.
- Participate in an annual teleconference Travelling Exhibition Program Management mid-year committee meeting.
- Participate in the annual in-person Travelling Exhibition Program Management committee meeting on or before April 1 of each year.
- Participate, as required, in Gallery 'Curatorial Meetings'.

### Budget

- Manage a yearly budget allotment and ensure all artist fees, visiting artists and invoices are paid.

### Qualifications

A 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.

Five years of recent progressively responsible experience in an art gallery or art museum, with demonstrated success in originating art exhibits, including all facets of research, production, publication, and budget development and control. Knowledge of art packing, crating, framing and other preparatory skills is considered an asset.

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@aggp.ca

**Closing date for application: Friday, June 26, 5pm (MST)**

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