

Curatorial Assistant – Exhibitions & Collections

Job Description

General Description

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie is a place which enriches our community through the creation, conservation and sharing of art. 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 20,000 visitors annually. It holds a collection of mid century artwork of roughly 850 pieces, mostly from the Peace Region in Northern Alberta.

Reporting to the Curator, Exhibitions & Collections, the Curatorial Assistant, Exhibitions & Collections (Assistant) has supports logistics, scheduling, development, and installation of exhibitions while having direct responsibility for exhibition promotion; graphic design elements, social media marketing. They provide valuable support in the research of exhibitions and monitoring of the Permanent Collection. They will join a team which thrives on respect, integrity, excellence and being responsive to our community and each other.

Closing date for application:	Friday, January 14th, 5PM MST
Position start date:	Flexible to suitable candidate
Work Schedule:	Monday to Friday, 10am to 6pm (some weeknights and weekends required)
Hours:	35 hours per week
Compensation:	
	<ul style="list-style-type: none">▪ \$40,000 - \$48,000 annual salary commensurate with education / experience▪ The position includes a generous health benefit plan covered by the Gallery▪ Paid days off on special days of the calendar▪ Generous annual sick leave▪ Development opportunities, particularly in curatorial practice

The position may have opportunities to curate or co-curate exhibitions. Some duties at the gallery's front desk are required in order to monitor the safety and security of exhibitions.

Specific Duties

Promotion of Exhibitions and the Collection

- Promote exhibitions and collections to the general public through the Gallery website, social media channels, print and any other opportunities.
- Design graphic materials for the purposes of work area promotions; posters, web banners, pamphlets

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Curatorial Projects

- Assist in the research, development, installation and execution of curatorial projects and exhibitions as directed by the Curator, Exhibitions & Collections.

Permanent Collection

- Ensures all aspects of the physical and records management of the archival, artifact and other collections at the Museum are handled according to legal requirements and are up to professional standards. This includes: accurate and up to date record keeping, appropriate standards of storage, security and risk management and taking preventative conservation action as directed.
- When required and necessary, assist in the development and application of works to the Canadian Cultural Property Export Review Board.
- Is involved in the planning, developing, and mounting of temporary and permanent exhibitions from the Collection, which includes the Temporary Art Loan program.
- At the discretion of the Curator, Exhibitions and Collections, may have the opportunity to curate exhibitions from the Collection

Administration / Organization

- Assist with researching and administering education-related tasks, such as grants, program statistics, report writing, research for exhibitions, filing and archiving.
- Other duties as assigned by the Curator, Exhibitions & Collections or the Executive Director.
- Work from the front reception desk and greet all visitors and offer information on exhibitions and programs.
- Receive and forward calls to staff.
- Receive payments for registration, operating cash and issuing receipts according to gallery policies.
- Perform opening and closing procedures as specified.

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Qualifications

- A Certificate, Diploma or 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 equivalent experience.
- Computer literacy, photography and design skills; MAC environment, Adobe Illustrator/In Design, Office

Assets

- Knowledge of art packing, crating, framing and other preparatory skills
- Knowledge of curatorial practice in an art museum setting; developing exhibitions, artist relations
- Administrative skills; templates, data entry, organizing, filing, archiving
- Working with the public and delivering a positive experience for visitors
- Familiarity with digital technology; cameras, basic editing software

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

Curator, Exhibitions & Collections
103, 9839 – 103 Avenue
Grande Prairie, AB
T8V 6M7
EMAIL: info@aggp.ca

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