

Curatorial Assistant – Learning

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, Learning, the Curatorial Assistant, Learning (Assistant) has responsibility for logistics, scheduling, preparation, delivery and maintenance of arts education and public program spaces and activities. They provide valuable support in the development of learning projects and exhibitions led by this work area. They are responsible for supporting the priorities and attitudes that exemplify the values, professionalism, mission and vision of the Gallery.

The Assistant will build and sustain a positive profile for the Gallery's learning initiatives through strategic liaisons, internal and external communications and social media. As needed, they will establish relationships with some education-based community stakeholders, identifying and leveraging opportunities to enhance the program's visibility within the provincial and national arts community. 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, May 20th, 2022 at 5PM MST
Position start date:	June 20, 2022 (negotiable)
Work Schedule:	Monday to Friday, 10am to 6pm (some weeknights and weekends required)
Hours:	35 hours per week

Compensation:

- \$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 stat holidays and additional days determined by the Gallery
- Generous annual sick leave
- Professional Development opportunities

The position may have opportunities to curate or co-curate learning experiences and exhibitions. Some duties at the Gallery's front desk are required in order to monitor the safety and security of exhibitions. Training will be provided.

Curatorial Assistant – Learning

Job Description

Specific Duties

Art Instructor / Art Program Facilitator

- Research, coordinate, develop and facilitate audience-specific art programs related to Gallery exhibitions (including tours) in addition to age-specific art lessons / programs.
- Lead the registration and communication to participants enrolled in Learning activities.
- Purchase and preparation of art supplies for tours and art classes.
- Maintain inventory of art materials as well as the orderliness and cleanliness of the classroom space.

Promotion

- Promote learning experiences to the general public through the Gallery website, social media channels, print and any other opportunities.
- Design materials for the purposes of work area promotions; posters, web banners, pamphlets.
- Research, coordinate, prepare and represent the Gallery at conferences, trade fair booths and community events when needed.

Curatorial Projects

- Assist in the research, development, installation and maintenance of curatorial projects and exhibitions as directed by the Curator, Learning.
- Lead the shipping of work from the artists or other institutions on projects and exhibitions in the Learning area.

The Green Space / Carlstrom Family Art Space & Creativity Kits

- Assist, and lead when required, in the development, design, installation and dismantling of Green Space activities.
- Oversee pre-cutting assignments for ongoing activities, including Creativity Kits, which may include volunteers.
- Ensure regular inventory of art supplies and organize supplies in dedicated storage areas.
- Maintain the cleanliness and orderliness of the Green Space.
- Organize and archive all Green Space related documents and materials.

Curatorial Assistant – Learning

Job Description

Community Art Events

- Assist, and lead when required, with preparations of community art events and facilitate programming for visitors.
- Occasionally assist with the preparation, planning and hosting of art opening receptions.

Administration / Organization

- Assist with researching and administering education-related tasks, such as grants, program statistics, report writing, research for exhibitions, filing and archiving.
- Work collaboratively with other staff to implement Gallery priorities.
- Lead the coordination of travel, accommodation and other arrangements for visiting artists, curators and educators related to projects and exhibitions in the Learning area.
- Assist with the handling of contracts with vendors, artists, curators and other service providers and cultural workers as they relate to the Learning area.
- Assist, when necessary, with budgeting for the Learning area.
- Occasionally work shifts at the front reception desk and greet all visitors and offer information on exhibitions and programs.
- Other duties as assigned by the Curator, Learning or the Executive Director.

Skills and Abilities

Required

- Demonstrated passion for the Arts and for life-long learning.
- The ability to work well independently on several projects concurrently and excellent verbal communication, writing / editing, organizational, creative thinking, problem solving and interpersonal skills.
- Demonstrated skills in interpretation of material, syllabus design and public communication.
- Facilitation of educational programs requiring the ability to prepare and conduct Gallery tours, workshops and other education activities, for satisfactory delivery of a program.
- The ability to work independently and as part of a team and to respond to changing priorities.
- A proven track record of establishing and meeting deadlines.
- Flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
- Criminal Record Check.
- Standard First Aid Certificate.

Curatorial Assistant – Learning

Job Description

- Possess a valid Class 5 driver's license.

Assets

- Knowledge of social media marketing and an understanding of Web-based writing and communications.
- 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.
- Demonstrated high energy level and flexibility, strong initiative coupled with sound judgment.

Qualifications

- A Diploma or Degree in Fine Arts with specialization in Studio Arts, Education, Art History, Curatorial or Museum Studies, or other related discipline, along with at least two years of related experience in an educational position, OR equivalent education and experience.
- Computer literacy, photography and design skills; Apple/MAC environment, Adobe Illustrator/In Design, Microsoft Office.
- Successful candidate is a Canadian citizen, a permanent resident, or a person who is legally entitled to work in Canada.

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

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

Closing date for application: Friday, May 20th, 5PM MST

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