**Organizational Profile:**

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.

**General Description:**

The Curator will plan and organize, along with other gallery 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.

Reports to: Executive Director

**Closing date for application: Open until position filled**

Position start date: Negotiated

Work Schedule: Monday to Friday, 10am to 6pm (some weeknights and weekends required)

Hours: 35 hours per week

Compensation:

* $50,000 – $60,000 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

**Goals and Duties**

Working within the AGGP’s staff structure the Curator of Exhibits and Collections will be responsible for the following goals:

* Ensuring that the gallery spaces have an active 2-year exhibitions plan.
* Ensuring that the 2-year exhibitions plan has within it an active consideration of local interests in the gallery. With the goals of inclusion and diversity accomplished.
* Working with Exhibitions team to create marketing and information packets for each exhibit within reasonable deadlines for the Marketing team to utilize.
* Coordinate with Learning Department to ensure that relevant educational programming and materials can be designed seamlessly during the planning process.
* Utilize the planning documents of the organization to design and create exhibit proposals.
* Utilize the reporting documents of the organization to review and critique completed exhibits.
* Coordinate with the organizational accounting team to utilize the organization’s exhibitions and collections budget.
* Track and record statistics of exhibitions and collections as it pertains to grant reporting, core funding reporting, and different reporting bodies such as CADAC.
* Coordinate and manage the tasks of the Preparator, and the Exhibitions and Collections Assistant.
* Coordinate with the Executive Director in designing workloads and tasks based on performance and operational analysis.
* Design and facilitate strategic goals as they pertain to the health of the permanent art collection.
* Working with different AGGP committees to ensure that organizational goals of inclusion and access are accomplished.

**Qualifications**

Master’s degree in art history, Fine Arts, Museums Studies, or other related discipline, along with at least four years of related experience in a Museum or Art Gallery Exhibitions or Collections setting, or equivalent education and experience.

**Skills and Abilities**

*Required*

* The ability to coordinate multiple deadlines and projects in either individual or team structures.
* Exhibit text writing, with evidence.
* Demonstrated skills in interpretation of material, syllabus design and public communication.
* The ability to work independently and as part of a team and to respond to changing priorities in a fast-paced environment.
* A proven track record of establishing and meeting deadlines.
* Flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
* Experience and comfort with facilitation of committee meetings.
* Possess a valid driver’s license.
* Grant writing and reporting.

*Assets*

* Experience with artist contracts. As well as negotiating elements of contracts such as reproduction rights during and after exhibition.
* Demonstrated ability to adequately use Microsoft Office applications, Adobe Photoshop, website browsers and both Windows and MAC platforms.
* Office administration experience.
* Drive, energy, and a willingness to work within a team environment.

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

Daniel Becker, Executive Director

103, 9839 – 103 Avenue

Grande Prairie, AB

T8V 6M7

info@aggp.ca

**Closing date for application: Open until position filled**

DOWNLOAD a PDF copy of Curator job posting

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