

## JOB DESCRIPTION

Position	Art Gallery Curator	Hours	Averaging 35 hrs/week
Classification	Hay (Provisional)	Date	March 2017
Dept	CBU Art Gallery		
Reporting To	Director of Cultural Resources	Group	Non-Union

The Cape Breton University Art Gallery is a hub for visual arts activity and education on Cape Breton Island, promoting arts appreciation, visual literacy, and critical scholarship. By providing members of the University and the community with exposure to a wide variety of artistic practices, the Gallery works to broaden and enhance the knowledge, understanding, enjoyment, and appreciation of contemporary and historical accomplishments in the visual arts.

The Art Gallery achieves its goals through the collection, preservation, research, interpretation, and exhibition of works of art as well as through quality programming and diverse educational opportunities. Home to a significant collection of art which it holds in trust for the public, the care and preservation of this collection is an important function of the Gallery and every consideration is given to its safekeeping for the enjoyment of future generations.

### **PURPOSE:**

The Art Gallery Curator leads curatorial programming and work; coordinates exhibitions, programs, and activities that support education and research in the visual arts; is responsible for the care and management of the permanent collection and aims at making it accessible to the campus community and the public; supervises student placements and casual/part-time/contract positions to undertake exhibition installation/de-installation, promote arts education and community outreach, and manage day-to-day gallery operations.

### **SPECIFIC RESPONSIBILITIES:**

Under the direction of the Director, Cultural Resources, the Art Gallery Curator will:

#### Exhibitions:

- Develop and support Gallery's program of exhibitions and special events.
- Liaises with CBU faculty, artists, provincial and national visual artists, groups, and organizations, and governmental bodies.
- Maintain good relations with Cape Breton artists, educators and enhance relations with indigenous artists.
- Makes connections between exhibitions and the array of courses within the CBU academic calendar.

- Responsible for the preparation and oversight of artist and vendor contracts.
- Responsible for arranging exhibition shipping and installation; coordinating with vendors for safe shipping of objects, exhibits, and related materials; ship, receive, pack and unpack artwork utilizing proper handling techniques and maintain all records and paperwork for these processes.
- Coordinate with CBU Marketing & Communications Department the promotion of exhibitions, special events and related Gallery announcements.
- Coordinate with CBU Facilities Management. Gallery Maintenance and hired external specialized contractors to:
  - De-installation exhibitions, construct protective containers for travelling exhibits, and prepare art for shipping.
  - Undertake preparation of gallery space – painting, plastering, electrical and/or A/V set-up.
  - Prepare works of art for exhibition (framing, mount-making, etc.).
  - Install artworks, meet technical and lighting requirements for exhibitions, and monitor exhibitions, ensuring that levels of professional quality are met at all times.
  - Generate photographic documentation of all exhibitions.
- Conduct regular checks for safety and security.

#### Collection:

- Ensure professional standards are met regarding the development, management, and preservation of the collection.
- Manage and maintain professional relationships with donors throughout the donation process.
- Carry out activities related to sound collections management standards including the safekeeping, preservation, storage, and tracking of the collection.
- Maintain a complete and accurate inventory of the collection using *CollectiveAccess*, a web-based collection management system.
- Maintain the safety and security of the collection, and monitor the environmental conditions in compliance with acceptable professional standards.
- Engage professional conservators as required.

#### Administration:

- Oversee day-to-day activity of the gallery including: opening and closing procedures, responding to general inquiries, ordering office and gallery supplies.
- Maintain gallery files for day-to-day activities, including purchase orders, requisitions.
- Undertake records management for all gallery and collections files, following accepted records management practices.
- Maintain current information on collection valuations for insurance purposes.
- Maintain insurance documents for all artworks (including insurance for art on-site, on-campus, external loans, and art in transit).

The position may involve considerable standing, walking, lifting, climbing ladders and handling of valuable and heavy objects. Usual work hours are Monday to Friday, although occasional evening and weekend work is required during installation, openings, and de-installation.

**QUALIFICATIONS:**

- Master's Degree with significant work-related experience.
- Demonstrated commitment to the promotion of the visual arts.
- Minimum of (3) years curatorial experience or relevant experience research or arts education administration.
- Working knowledge of professional museum and collections management standards and a willingness and interest to remain current with emerging trends.
- Experience with project management skills and close attention to detail.
- Experience in the practical operations of exhibition installation with knowledge of the correct methods in handling and moving art objects.
- Proven record demonstrating the ability to work independently but cooperatively with stakeholders and colleagues to achieve short and long-term goals and objectives.
- Excellent oral and written communication skills; experience writing grant proposals.
- Competent computer, social media, website skills and familiarity with CollectiveAccess, or other museum database software, an asset.
- Graphic design and photography skills an asset.
- Physical ability to perform the duties in the position and ability to work occasional evenings and weekends.