

## JOB DESCRIPTION

Position	Art Gallery Curator	Hours	Averaging 35 hrs/week
Classification	Hay	Date	May 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:**

Reporting to the Director of Cultural Resources, the Art Gallery Curator leads the CBU Art Gallery's curatorial programming and exhibition schedule; promotes arts education and provides community outreach that supports education and research in the visual arts. The Curator is responsible for the care and management of the permanent collection and aims at making it accessible to the campus community and the public. The Curator supervises all activities and personnel (student placements and casual/part-time/contract positions) within the Gallery. The Curator manages all day-to-day administration and operations of the CBU Art Gallery.

### **SPECIFIC RESPONSIBILITIES:**

The Art Gallery Curator will:

#### Exhibitions:

- Develop annual schedule of Gallery exhibitions, programs and special events.
- Liaise with CBU faculty, provincial and national visual arts groups and organizations, and governmental bodies.

- Maintain good relations with Cape Breton artists, educators and enhance relations with indigenous artists.
- Make connections between exhibitions and CBU faculty where courses align to enhance research connectivity.
- Responsible for the coordination and management of exhibitions including budgets, artist contracts, shipping installation, communications and PR.
- Coordinate with CBU Marketing & Communications Department the promotion of exhibitions, special events and related Gallery announcements.
- Coordinate with CBU Facilities Management for required Gallery maintenance or supervise external specialized contractors as required.
- Conduct regular checks for safety and security.

#### Collection

- Ensure professional standards are met regarding the development, management, and preservation of the collection.
- Initiate, manage and maintain professional relationships with donors.
- 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. Engaging professional conservators as required.

#### Administration:

- Prepare annual budget and operational plans.
- Develop grant and funding applications as required.
- Oversee day-to-day operations and management of the Gallery.
- Maintain gallery files for day-to-day activities and collections management system (CSM) for all collections files including information on valuations for insurance purposes and maintaining insurance documents for all artworks.

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 in related field such as Art History, Fine Arts, Cultural Management, Museum Studies, etc.
- Minimum of (3) years curatorial experience or relevant managerial experience in a cultural, research or arts education setting.
- Demonstrated commitment to the promotion of the visual arts.
- 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.