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### **Job Description: Curator, Maternity Leave, April 2 – Sept 28, 2012**

- Full-time, 30 hours per week, Tuesday-Friday, plus occasional evenings and weekends.
- \$17.50 per/hour
- Term position, filling a maternity leave for five months, with a possibility of an extension.
- Send resumes with a cover letter by March 16, 2012

### **Position Summary:**

Based upon the Gallery's mandate and strategic goals, the curator provides the artistic vision for this public contemporary visual arts gallery and is responsible for an annual cycle of engaging visual arts programming, including exhibitions, classes and workshops. Reporting to the Gallery's Executive Director, s/he coordinates publications, promotion, exhibition installation and take-down and an exhibition archives. The curator also plans and co-ordinates seasonal classes, workshops, lectures and other public events, including in-house and outreach programming for schools. S/he oversees the work of summer staff and maintains contacts with other Canadian public galleries.

S/he assists with funding applications, as they relate to curatorial duties. The curator coordinates a volunteer team of exhibition and programs staff; and assists, as needed, with major events such as the Garden & Art Tour, Wearable Art Fashion Show and other events.

Should this term position continue beyond September 2012 the curator will promote a call for 2014 exhibitions and set up a review process. S/he will also be required to set up and market the winter/spring 2013 programs and exhibitions.

### **Key Responsibilities:**

- Under the direction of the Executive Director, the Curator provides leadership, vision, direction and vitality for all aspects of the Gallery's exhibitions and programs.
- Plans and co-ordinates studio classes and workshops for all ages, including in-house and outreach school programming, lectures and Super Saturdays family programming, given by artists, contract instructors, summer students and docents.

- Ensures program records (registration, payments and class scheduling) are maintained.
- Ensures effective marketing for programming is widely circulated, including all media outlet and our website, with the support of the Executive Assistant; and maintains an archival record of exhibitions.
- Ensures the class/workshop studio is maintained as a safe and effective program space.
- Co-ordinates mounting and take down of exhibitions with a volunteer team, artists and/or guest curators.
- Completes funding and granting proposals as related to exhibitions and programming; and participates in budget planning.
- Answers public enquiries related to curatorial duties and acts as an advocate for the Gallery.
- Evaluates and documents the success of all programming activities; and ensures records are maintained.
- Networks and collaborates with other fine arts organizations and visual artists.

#### **Qualifications, Skills and Experience Preferred:**

- A post-secondary fine arts degree/diploma is required; and a minimum of one to two years in a public gallery, artist-run centre or related setting are strong assets. A current art practice is an asset; and an ongoing involvement in fine art is required.
- Proficient computer literacy required, including keyboarding, use of office software such as Word for Windows, Excel, MS Access, as well as e-mail and web use.
- Graphic design skills using InDesign and Photo Shop are strong assets.
- Demonstrated highly effective personnel and volunteer expertise is required.
- Excellent interpersonal, oral and written skills.
- Highly organized and efficient time management skills.
- Experience with grant writing would be an asset.

#### **Profile of Campbell River Art Gallery:**

CRAG is a public gallery with a mandate to stimulate thought, understanding, curiosity, involvement and discussion of contemporary visual art in all forms. We achieve this through exhibitions, classes, workshops and a lending library. Our annual cycle includes 10+ exhibitions and 30+ classes and workshops. We also maintain a permanent art collection.

The Gallery opened in 1994 in a City-owned facility adjacent to a performing arts theatre and library in the downtown core. We have two exhibition halls (176.5 meters and 67.2 meters), four lobby satellite cases, an 80-meter studio, offices and a gift

shop/reception area. We pay CARFAC exhibition fees to artists, who are selected through a combination of the curator's initiative, guest curators and a curatorial committee. One or more members of the latter change annually to bring us fresh perspectives.

Our current strategic goals are to increase support to regional artists and encourage participation in the Gallery's programming by non-traditional visitors, including people from diverse cultural groups, lower income residents, youths and children.

Improvements to our facility, along with the quality of our programming and marketing have resulted in impressive increases in participation since the Gallery's inception. In 1995, our first full year, there were six exhibitions and 6,000 visitors. In 2011 we held 20 exhibitions and 25 classes, attended by 19,000 people.

Campbell River and region, which includes the Discovery Islands, Sayward, Gold River and north Vancouver Island, has a population of approximately 40,000 people. The area has many artists and artisans and, as our visitation demonstrates, there is enthusiastic support for the Gallery.

The city's position, as a gateway to outdoor recreation in Strathcona Park, Mount Washington Ski Resort, kayaking in Discovery Islands and Desolation Sound makes it an attractive place to live and work. Affordable housing is also a draw. The City has a performing arts theatre, film club and Opera Live at the Met screenings. There are several outstanding museums, the Gallery, an arts council and an annual writers' festival. The city is within a thirty-five minute drive to Courtenay, with another public gallery, theatre, museum and the North Island College's fine arts program, affiliated with the Emily Carr University. Campbell River is within a few hours drive of Nanaimo and Victoria, with ferry access to Vancouver.

Our curator works closely within a collaborative team of three staff (executive director, curator and executive assistant) and 50+ volunteers. The Executive Director manages staffing, funding, community relations and facility and an Executive Assistant manages promotions, provides clerical support to the ED and Curator, and oversees the volunteer program and retail.) The Curator works with skilled volunteers who assist as exhibition preparators, in administration, photo documentation and as program docents.