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| Approved By | <i>Jon Tupper</i> |
| Date Approved | <i>January 2021</i> |
| Reviewed | - |

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| Job Title | Chief Curator |
| Reports To | Director |
| Hours of Work | Full time 35 hours/week. On occasion additional hours are required. |

Position Summary

The Chief Curator is a member of the Art Gallery of Greater Victoria (AGGV)'s senior management team.

Responsible for shaping the AGGV's curatorial and education vision, the Chief Curator collaborates and consults with senior management colleagues, members of the Board, collectors, volunteers and the art community to expand the Gallery's audience by creating displays, exhibitions, programs and publications that capture and engage a diverse audience.

The Chief Curator manages the Gallery's Curatorial and Education programs.

The Chief Curator has overall responsibility for the Gallery's permanent collections, their safekeeping, research, access, display and interpretation, as well as making recommendations for acquisitions and deaccessions in accordance with the Gallery's policies.

This position is also responsible for overseeing temporary exhibitions and regularly manages or curates exhibitions and displays.

The Chief Curator also encourages the active academic life of the Curatorial team, supporting and engaging in research, publication and the exchange of information.

The Chief Curator has overall responsibility for Education programs, ensuring they enhance visitors' experiences, engage a diverse public, are provocative and contribute to audience development.

The Chief Curator assists in the development and ongoing review of policies pertinent to all aspects of curatorial responsibilities and actions, as well as those for Education programs.

Responsibilities

Permanent Collection (25%):

- Responsible for the Gallery collection, including long-term plans for the development of the collection, for the permanent galleries, their vision and interpretation in the context of the Strategic Plan.
- Develops long-term plans for the galleries.
- Creates and installs displays of the permanent collection, developing new content and rotating selected objects to keep the displays fresh and interesting. This includes directing the development of exhibitions from our Canadian art history collection that look at national and local context, i.e.: Emily Carr, through critical lens and decolonial theories.
- Develops and updates long-term plans for acquisitions.
- Along with the Curators reviews and researches potential acquisitions and prepares acquisition proposals; advises on deaccessions when appropriate.
- Along with the Curators, researches permanent collection objects, and disseminates information through exhibitions, gallery displays, public lectures and publications. Approves all research projects. Overall responsibility for the safe storage of the collection.
- Overall responsibility for the library and archives.
- Oversees curators' work pertaining to the permanent collection.

Temporary Exhibitions (30%)

- Develops long-term plans for temporary exhibitions and displays for the Gallery in conjunction with the Director, the Curators, the Manager, Collections and Exhibits and the Supervisor, Special Events & Curatorial Projects.
- Provides overall supervision of all temporary exhibitions and related publications. Management of specific projects.
- For AGGV-originated exhibitions and displays curated by the Chief Curator: researches and develops original concept and content; curates and supervises preparation of exhibition and related materials including publications.
- For AGGV-originated exhibitions and displays curated by on site Curators: overall supervision and guidance.
- For externally-curated exhibitions, e.g. travelling exhibitions or AGGV exhibitions curated by Guest Curators: supervision or delegation of supervision to another AGGV curator.
- Liaises with other departments.

Education Programs (10%)

- Overall management of Education programs.
- Works with the Curator of Engagement to ensure the development of education programs that enrich the permanent collection and exhibitions, enhance and enliven visitors' experiences and interact with visitors of all ages and cultural backgrounds.

Other Responsibilities (35%)

- Along with the Director, Finance & Administration and the Director of Advancement, assists the Director with the development of the Strategic Plan for the Gallery.
- Writes and reports on all aspects related to programming activities for all grant applications including requests to the Canada Council for the Arts, BC Arts Council, Department of Canadian Heritage, Capital Regional District and others as required. The Chief Curator is also responsible for developing the description of programs and budget for other grant applications and/or sponsorship requests as necessary.
- Develops long-term plans for the curatorial and education programs.
- Develops an annual department plan that defines the executive lead for all exhibitions and gallery installations as well as all other special projects and initiatives
- Supervises the work of Curators and the administration of Curatorial programs.
- Directs the work of the Curator of Engagement and their overall supervision of the administration of Education programs.
- Develops annual department budgets, exhibition budgets and education budgets with the Director of Finance and Administration; oversees and monitors budgets.
- Assists with cultivation of donors and collectors.
- Delivers tours, talks and other content for a variety of stakeholder groups.
- Liaises with other institutions, museums, galleries, collectors, artists and experts to further the reputation of the Gallery; attends conferences and gives lectures or papers.
- Attends Board Meetings, attends Works of Art Committee meetings.
- Supervises the library and archives.
- Other duties as required.

Communications & Reporting Structure

Internal

- Reports to the Director
- Reports to the Work of Arts Committee
- Is a member of the Senior Management team
- Liaises with all Department Managers
- Liaises with the AGGV Board

External

- Public Relations: Play a leadership and ambassadorial role on behalf of the AGGV in the region, Canada and internationally. Forge links with other galleries and museums at the provincial, national and international level.

Qualifications, Experience & Education

- A graduate university degree (M.A.) including a comprehensive knowledge of art and cultural history, and a minimum of 10 years experience in curatorial work and management.
- Museum experience in the areas of curatorial, exhibition planning and implementation, conservation and research as well as proven administrative, managerial financial and organizational skills.
- A museum professional with solid achievements and a good reputation in the milieu.
- Superior communication and negotiation skills, art historical research abilities and a publication record in an area of expertise.
- Strong verbal communication and writing skills, financial acuity, management and supervisory skills.
- A working intercultural skill-set to effectively work with a diverse group of staff, artists and community members, and a history of engagement with Indigenous, LGBTQIA2S+ and BIPOC communities.
- Strong sense of local context, including an investment in creating and maintaining relationship to the region's host Indigenous nations (beyond acknowledgement).
- Experience with or active interest in anti-oppression frameworks and how they relate to accessibility in the arts.

Working Conditions

- Ability and willingness to work after hours and on weekends.