



Approved By	<i>Janyce Ronson</i>
Date Approved	<i>Under review</i>
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Job Title	<i>Curatorial Department Administrator</i>
Reports To	<i>Chief Curator</i>
Hours of Work	<i>Monday – Friday, 9am-5pm, evenings and weekends as required Temporary, Full-Time – to December 31, 2024.</i>
Remuneration	<i>\$23.76 per hour This is a unionized position - CUPE Local 410, pay grade 4 (under review)</i>

Position Summary

Under the direction of the Chief Curator, the Curatorial Department Administrator supports the Curatorial Department in the delivery of all museum services. The Administrator supports all functions related to the production of exhibition and educational programming including: travelling exhibitions, permanent collection installations, public programs, event specific digital content, and other cultural deliverables, in collaboration with the relevant curator or educator and inter-departmental teams.

The Curatorial Department Administrator is forward thinking and organizes, anticipates and administers the multiple agendas, and critical paths of the Curatorial Department to maintain workflow in the timely delivery of programs that meet the mission and vision of the department.

This role liaises with other Gallery departments/staff to support program delivery, art acquisitions, exhibitions, including assistance with related grants reports and applications in collaboration with inter-departmental teams.

Responsibilities

Project Coordination- 50%

- Coordinate exhibition project team meetings, in consultation with the Chief Curator, including taking minutes; coordinating, writing (in some instances), assembling and distributing agendas and reports; and following up on action items with the appropriate persons in a timely manner.
- Liaise between the Art Gallery, institutions, organizations and artists to administer contracts, exhibitions agreements and inter-departmental communications.
- Book travel and meetings for department staff and travel associated with gallery exhibitions and programs (visiting artists, curators, presenters, etc.).
- Assist in the organization and administration of critical path for curators and education staff.
- Oversee labels for exhibitions and education programming, and formatting/editing to maintain consistent external documents.
- Assist in formatting/editing, compiling and disseminating curatorial and education information cross departmentally.

Department Administrative Support- 50%

- Use project administration strategies to support Curatorial Department staff to chart progress of each program, schedule of work, tracking of deliverables, maintaining budgets.
- Coordinate team meetings, including scheduling.
- Keep project team members informed by circulating team meeting minutes, notifications, actions items and project schedules.
- Provide first point of contact for inquiries from the public concerning particular works of art, artists, research, donations and appraisals and respond by phone or email in a timely manner.
- Help develop effective systems and processes for organizing and streamlining Departmental operations.
- Support scheduling of departmental meetings; artists visits; and meetings with external partners.
- Assist Chief Curator in budget and financial tracking of relevant activities. Serve as liaison with Finance department to verify, collect, and submit approved invoices related to the department budget spend/expenses.
- Responsible for the completion of Gallery statistics required for grant applications (CRD and CADAC), working with appropriate departments to ensure accurate and timely processes for the accumulation of statistical data through profitek and other sources as necessary.
- Coordinate submission of timesheets, travel claims and credit card reconciliation for department staff.
- Organize orientation for all department staff; developing and maintaining a departmental procedures manual; producing simple graphics for departmental needs.
- Develop and maintain administrative standards and procedures for department filing, archiving and paper processing.

Communications & Reporting

INTERNAL

- Reports directly to the Chief Curator.
- Maintains liaison with other members of the Gallery staff and fulfills the requirements as a member of a team that includes all the Departments of the Gallery
- Communicates across Gallery departments to ensure the timely and successful delivery of curatorial and education programming.
- Monitors cross-Gallery communications (Basecamp/Google docs) for accuracy and to archive materials to shared drive.

EXTERNAL

- Visiting artists, guest curators, and external contractors.
- Cultural or community client partners using Gallery facilities.
- Communicates with internal and external advisory or programming groups as directed by the Chief Curator.

Qualifications, Experience & Education

- Completion of a Three-year Post-Secondary School Diploma or Bachelor's Degree.
- Preference given to a background in Museum Studies but will accept any combination of education related to history, anthropology, archaeology, marketing, communications, cultural studies, public relations or event planning.
- Three years experience working in an administrative or operational support capacity in a cultural institution.
- Exceptional organizational skills, responsive and able to prioritise tasks.
- Demonstrated experience proactively supporting a team and anticipating needs.
- Strong attention-to-detail, excellent written and verbal communication skills, and a high level of discretion.
- Able to manage assigned work, including larger projects effectively and independently.
- Willing to accept direction and take training, as identified; travel if required.
- Demonstrated knowledge of local history and culture, including that of the local Indigenous community, a definite asset.
- Proficient in the use of common office software applications.
- Proficiency in the use of common social media applications and web-based applications.
- Proficiency in the use of desktop publishing and image editing software applications, an asset.

Working Conditions

- Based on programming requirements and in support of gallery events, some evening and weekend work may be required.
- Average workday in a shared office, open museum setting or remotely.
- Occasional exposure to minor disagreeable conditions, such as noise, and on rare occasions, difficult behavior from clients.