



Approved By	<i>Janyce Ronson</i>
Date Approved	<i>February 2022</i>
Reviewed	

Job Title	<i>Curator of Historical and Canadian Art</i>
Reports To	<i>Chief Curator</i>
Hours of Work	<i>Monday – Friday 9-5 with occasional evening and weekend work as required</i>
Remuneration	<i>\$35.71 per hour (increasing to \$36.42 per hour effective March 26, 2022) This is a unionized position - CUPE Local 410, pay grade 8</i>
Location	<i>Victoria, BC</i>

Position Summary

The Curator assists the Chief Curator with the implementation of the Art Gallery’s curatorial activities related to a focus on historical art including exhibitions, publications and acquisitions in accordance with AGGV’s policies and procedures.

Duties and Responsibilities

Temporary Exhibition Planning – 40%

- In consultation with the Chief Curator, develop long-term exhibition integrated with permanent collections planning.
- Organize and project-manage local, national and international exhibitions, publications and interpretive materials, including research, development and management of in-house and circulating exhibitions, exhibition design and installation.
- Supervise contract designers, editors, guest curators and writers.
- Review general exhibition submissions on an ongoing basis

Permanent Collections – 40%

- Under direction of Chief Curator, reviews and researches potential acquisitions and prepares acquisition proposals; advises on deaccessions when appropriate.
- Develop the collection by recommending acquisitions to the Works of Art Committee.
- Prepare Cultural Property Certification applications.
- Communicate the cultural value of the collection to the public and enhance contact with artists, dealer, collectors and colleagues.
- Conduct and advise scholarly research related to the collection towards the production of institutional/public knowledge, exhibitions and publications.

Duties and Responsibilities (continued)

Community Engagement – 10%

- Support Art Gallery initiatives with respect to fundraising activities, meeting sponsors, donors, and presenting tours as required.
- Liaise with the Curator of Engagement to implement public programming related to exhibitions, including tours, artist talks, workshops, lectures and panels.
- Provides lectures as required.
- Liaises with other institutions, museums, galleries, collectors, artists and experts to further the reputation of the Gallery; attends conferences and gives lectures or papers.

Administration – 10%

- Assists Chief Curator in preparing budgets and ensure adherence to approved budgets.
- Research and write grant applications as required.
- Assist in the development of plans and policies.
- Adheres to current museum practices and standards.
- Performs other duties as required by the Chief Curator.
- Exemplifies a professional attitude toward the public, other staff and the institution.

Communications & Reporting

INTERNAL

- Reports directly to the Chief Curator
- Maintains liaison with other members of the staff and fulfills the requirements as a member of a team that includes all the Departments of the Gallery.

EXTERNAL

- Maintains liaison with other curators, institutions, collectors, artists and dealers, locally, nationally and internationally.
- Supervise contract designers, editors, guest curators, tour interpreters and writers.
- Communicates with the media upon the permission of the Chief Curator.

Qualifications, Experience & Education

- MFA or MA (Art history, or related discipline/special focus on historical art, Canadian/European).
- 5-8 years' work experience in a public art gallery or curatorial work.
- Established network of local and regional art and curatorial contacts.
- Advanced communication skills in oral and written formats.
- Publication and exhibition record.
- Knowledge of budgeting, funding agencies.
- Well organized.
- Ability to work independently and with others.
- Willingness to travel.

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.