



Approved By	<i>Nancy Noble</i>
Date Approved	<i>December 2024</i>
Reviewed	<i>Steven McNeil/Gary Leibel</i>

<b>Job Title</b>	<i>Curatorial, Visitor Experience &amp; Programs Administrator</i>
<b>Reports To</b>	<i>Chief Curator and Indirectly to Director Visitor Experience &amp; Programs</i>
<b>Hours of Work</b>	<i>Full-time 35 hours per week; Monday – Friday, 9am-5pm, evenings and weekends as required</i>
<b>Remuneration</b>	<i>\$31.07 per hour (Effective March 22, 2025). This is a permanent full-time unionized position- CUPE Local 410. Pay grade 6, pay rates are set in accordance with the Collective Agreement</i>

## **Position Summary**

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Under the direction of the Chief Curator and Director Visitor Experience and Programming, the Curatorial, Visitor Experience & Programs Administrator supports both the Curatorial and Visitor Experience & Programs Departments in the delivery of their department 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 position assists with programs, education department activities and annual events.

The Curatorial, Visitor Experience & Programs 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. Maintaining exhibition and programming data for completion of CADAC including generating and tracking programming information, summaries and reporting. Monitoring, updating and maintenance across departments for information dissemination and reporting.

## **Responsibilities**

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### **Grant Application Coordinator- 30%**

- Register with government agencies, foundations and third-party grant opportunity tracking services to research and identify grant opportunities.
- Assess the galleries eligibility for grant opportunities.
- Make recommendations to management on which grants should be resourced and pursued.
- Coordinate grant application deliverables with relevant Gallery staff.

- Supports Grant submission department lead (i.e. Chief Curator, Director Visitor Experience and Programming or CEO) with communicating, articulating, and interpreting Gallery projects and strategic direction in grants. Maintain excellent knowledge of the Gallery's mandate and activities.
- Compose, proof-read, edit, and submit grant proposals to support Gallery programs, infrastructure, and operations.
- Track grant reporting deliverables, guidelines and deadlines.
- Coordinate the completion of grant reporting deliverables including delegating responsibility where applicable.
- Attend grant writing workshops.

#### **Project Coordination- 35%**

- 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.
- Ensures the AGGV provides fair and consistent fees to artists, writers, speakers and programmers, consistent with the minimum standards set by CARFAC.
- 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.
- Oversees text for the website and communication with the public and external parties for exhibitions and programming, and formatting/editing to maintain consistency and to ensure correct and accurate information reaches the public and external partners.
- Assist in formatting/editing, compiling and disseminating curatorial and education information cross departmentally.
- Assist in content development for exhibitions, programming and AGGV magazine.
- Seeks out and secures copyright permissions for the AGGV to use content made by external artists and creators (including but not limited to images and video content).
- Occasionally, lead and oversee smaller department projects (e.g. Blackspace Library) in collaboration with, and with minimal oversight from the CEO, Chief Curator or Director Visitor Experience and Programming.

#### **Department Administrative Support- 35%**

- Use project administration strategies to support Curatorial and Visitor Experience and Programs 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.
- Maintaining relationships for ongoing engagement and building rapport with community as a liaison to connect with Gallery processes and communications.
- Research and knowledge of Collection and institution for curators and external community, providing resources to internal and external stakeholders.

- Help develop effective systems and processes for organizing and streamlining Curatorial and Visitor Experience & Programs operations.
- Support scheduling of departmental meetings; artists visits; and meetings with external partners.
- Assist Chief Curator and Director Visitor Experience and Programs 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.
- Assist in the preparation of grant submission content in collaboration with appropriate departments.
- 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 spreadsheets for departmental needs and disseminating organizational protocol and orientation for departmental needs.
- Develop and maintain administrative standards and procedures for department filing, archiving and paper processing.

## **Communications & Reporting**

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### INTERNAL

- Reports directly to the Chief Curator and indirectly to the Director, Visitor Experience & Programs.
- Maintains liaison with other Directors and Gallery staff to fulfill the requirements of the Departments of the Gallery.
- Communicates across Gallery departments to ensure the timely and successful delivery of curatorial and education programing for file/document/information distribution.
- Communicates across the Gallery departments to ensure comprehensive and compelling grant submissions and timely and thorough grant reporting.
- Organizes and sets pre-acquisition meetings with curators and the Collections department, communicates with donors and researches artist and Collection information ahead of Works of Art Committee meetings.
- Monitors cross-Gallery communications (Sharepoint, Office 365, Basecamp, Google docs) for accuracy and to archive materials to shared drive.

### EXTERNAL

- First point of contact for visiting artists, guest curators, and external contractors and broader public organizations and community stakeholders.
- Liaises with cultural and community client partners using Gallery facilities.
- Communicates with internal and external advisory or programming groups as directed by the Chief Curator.

## **Qualifications, Experience & Education**

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- Completion of a three-year post-secondary school diploma or bachelor's degree.

- Preference given to a background in Museum Studies but will consider any combination of education related to history, anthropology, archaeology, marketing, communications, cultural studies, public relations or event planning.
- Five years experience working in an administrative or operational support capacity in a cultural institution.
- In-depth experience and extensive knowledge in non-profit sector essential for effectively interpreting and executing grant writing mandates for the Gallery.
- 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 is an 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**

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- 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.