



**Full-time - Curator**  
(Coordinator of Exhibitions and Engagement)  
**(Job # LAC-004-24)**

Status:	Full Time (On site position)
Date Open:	July 26, 2024
Date Closing:	August 16, 2024
Scheduled hours/shifts:	35 hours per week
Salary:	\$62,831 - \$76,444 (Grade 7)

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## Position Purpose

Under the direction of the Manager, the Curator is responsible for the research, curation, and implementation of Latcham Art Centre exhibitions and engagement initiatives. The Curator connects art and artists to the community through audience development, promotion, and exhibition related programs. This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

## Duties & Responsibilities

1. Create schedule of professional and community exhibitions, related programming, and audience development initiatives to connect the art and artists to the community through the gallery visitor experience. This includes travel within the community to schools, festivals, etc.
2. Implement all aspects of exhibitions including research, curation, artist communication, promotion, curatorial writing, installation and deinstallation, opening reception, social media plan, virtual tours of exhibition, website updates, etc.
3. Organize Exhibition Opening events.
4. Assist visitors at the LAC reception and contributes to audience development. Works evenings and weekends as scheduled.
5. Plan and deliver exhibition-related education programs including talks, critiques, exhibition tours etc.
6. Maintain gallery space including maintenance, signage, supplies, equipment, etc.
7. Schedules and oversees exhibition photography, exhibition images and files.

8. Manages files and file sizing for digital images including archiving of events and exhibition images. Documents exhibition openings.
9. Assist with all events including fundraising events.
10. Assists in grant writing and related tasks.
11. Maintains relationships with community groups, artists, funders, Town staff regarding exhibitions and the gallery to maximize attendance and participation.
12. Maintains statistics and creates reports as directed.
13. As regularly scheduled, presides over the immediate effective and efficient operations of the gallery when more senior staff are not on duty.
14. Other duties as assigned.

## Qualifications and Requirements

- Bachelor of Fine Arts or Bachelor of Art History.
- Minimum 2-year experience in curatorial work.
- Experience in curating, installing, marketing exhibitions and developing related programs.
- Excellent customer service skills and the ability to work with a diverse group of people.
- Strong knowledge of the reference interview and reader advisory techniques.
- Advanced knowledge of computers and related software.
- Excellent English language skills, both oral and written.
- Excellent communication, customer service, public relations, problem-solving, and interpersonal skills. The ability to establish and maintain effective working relationships with staff and the public.
- Superior organizational skills, with the ability to multitask and to prioritize work assignments.
- Self-motivated with a professional attitude.
- Class G Driver's License in good standing and reliable vehicle to use on gallery business when required.
- This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

## How to apply

Please forward your resume in confidence by **August 16, 2024 at 5:00 p.m.** identifying **Job # LAC-004-24 Last Name, First Name** in the subject line to: [jennifer.onlock@latchamartcentre.ca](mailto:jennifer.onlock@latchamartcentre.ca).

Please ensure your application is saved in one single document in PDF format.

The Latcham Art Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**