

Job Description

Job Title:	Art Gallery Director / Curator
Department:	Fine Arts
Reports To:	Chair of Fine Arts
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2020

Primary Purpose

The Art Gallery Director/Curator is responsible for producing exhibitions and ancillary events for the University of Waterloo Art Gallery (UWAG) located in East Campus Hall (ECH). The Director/Curator is responsible for ensuring that the research focus and production of exhibitions and related events reflects the current discourse of Canadian and international art practices contributing to a diverse and critical multidisciplinary gallery experience. The Director/Curator is responsible for ensuring that current museological standards are applied to the production of temporary exhibitions as well as to the care, management and dissemination of the University of Waterloo's permanent collection of Canadian art on-campus, and is also responsible for presenting an Annual Report to the Chair of Fine Arts. Through their contribution to contemporary exhibitions, professional standards, and collections management, the Director/Curator plays a leadership role in the arts working in collaboration with the Department of Fine Arts and Faculty of Arts to maintain the gallery as an important cultural component of campus life.

Key Accountabilities

Research / Faculty Support:

The responsibilities of the Director/Curator encompass curatorial research, development and production; collections management; financial management; administration and payroll; promotions and advertising; and playing a key role in conjunction with faculty in the professional development of undergraduate and graduate candidates in Fine Arts. The Director/Curator is also the sole representative of the University of Waterloo Arts Gallery on campus and is the primary contact person for various stakeholders throughout the Region of Waterloo and beyond.

Curatorial:

The Director/Curator is directly responsible for the curation, management and production of three exhibition modules, or a maximum of six professionally curated exhibitions presented in-gallery annually, as well as one fourth year undergraduate exhibition, and 4-5 MFA Thesis exhibitions, alongside complementary opening receptions, presentations and events such as the biennial performance art symposium *This Could Be The Place*.

Exhibition production includes curatorial research, studio visits, critical writing, grant-writing, financial administration, advertising and promotions, installation, hiring of guest contributors, and liaison with other Canadian galleries and cultural institutions on collaborative projects such as touring exhibitions and catalogue production.

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Collections Management:

Collections management includes the preservation, interpretation and management of artworks on display across campus, with the potential for limited acquisition of artworks through donation to the permanent collection.

- Produces an on-going program of exhibitions and events in the gallery
- Manages the permanent collection of contemporary Canadian art
- Manages all-related gallery operations and budgets
- Executes standards and best practices established by the Canadian museum community

Administrative:

The Director/Curator's administrative responsibilities encompass the daily operations of the gallery in accordance with the standards for care and ethical conduct as determined by best practices mandated by the Canadian museum community. Administrative duties include fiscal responsibility to the University of Waterloo as well as any external funding agencies; accountability for all gallery-related budgetary transactions; hiring, training and management of multiple casual, part-time and Work Study employees per year; promotion of the gallery and its programs via advertising, the website and social media; grant writing and project-specific fundraising as required.

Financial Responsibilities:

- Manages annual budget for operations and exhibitions programming
- Administers payroll for casual, contract and Work Study staff
- Applies to various agencies for projects funding, including the Canada Council for the Arts, Ontario Arts Council, and Waterloo Region Arts Fund as needed
- Submits annual report with budget and budget requests to the Chair of Fine Arts
- Considers and pursues fundraising opportunities as appropriate

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

MFA, Master of Fine Arts

Experience

A minimum of 5 years curatorial experience

Knowledge/Skills/Abilities

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The Director/Curator must be a creative thinker with exceptional communications and organizational skills and must provide a hands-on approach to exhibitions and management. The ability to work collaboratively and collegially with faculty, staff and students is key to the position.

Nature and Scope

The nature and scope of this position is vast. The Director / Curator's responsibilities include the following:

- Develops exhibitions programming for the main gallery in East Campus Hall
- Coordinates ancillary events including receptions and artist presentations
- Curates exhibitions of contemporary Canadian and international art
- Collaborates on touring exhibitions with other Canadian galleries
- Develops programming that is timely, socially and culturally relevant
- Ongoing research including studio visits, loan agreements and contracts, project grants, critical writing, promotions, installations and related events
- Works with Fine Arts undergraduates to select artworks for the fourth year exhibition
- Works with Fine Arts MFA candidates on developing their thesis exhibitions
- Liaison with the arts community and cultural groups in the Region of Waterloo
- Develops extension programs and outreach initiatives where appropriate

Collection

- Develops collections policy and exhibitions where appropriate
- Manages loan of artworks and maintains up-to-date collection records
- Oversees art from the collection on campus, including public displays, loans, and returns
- Oversees storage of the permanent collection
- Liaison with Arts Advancement and the Art Dealers Association of Canada for appraisals of acquisitions or donations where appropriate

Student Life

- Identifies and engages student interests in the development of programs and initiatives
- Broadens the approach to student engagement and outreach
- Develops innovative ways for students to engage with art on campus
- Operates a dynamic arts and culture hub on campus