



Position Title: Gallery Manager and Curator; Maternity leave coverage

Employment Status: Fixed term contract- maternity leave cover, June 24, 2024- July 18, 2025; Salaried FT 40 hours weekly

Reports to: Artistic and Executive Director

Manages: Artistic Administrator(s) (PT,) volunteer docents

Liaises with: Senior Managers, Volunteers, Patron Sales and Services Manager and Ticket Centre staff.

ABOUT THE ACT ARTS CENTRE

The ACT Arts Centre (The ACT), located in the community of Maple Ridge and part of the Greater Vancouver Regional District (GVRD), is the leading provider of engaging, vibrant and excellent Arts Programs, Gallery Exhibitions and Performing Arts Presentations for the growing communities of the region. Opened in 2003, the 486-seat theatre, community gallery (1425 sf), studio theatre and instruction studios are home to many cultural and community events, delivering an array of diverse arts and cultural programming and activities to over 80,000 patrons annually.

POSITION DESCRIPTION

The Gallery Manager/Curator is part of the Senior management team with responsibility to plan, execute and evaluate annual programs of visual art exhibitions within the exhibition spaces of The ACT Arts Centre (ACT Gallery and Passagio Gallery), by presenting a balance of emerging and established visual artists from across the Lower Mainland and community groups. Additional programming responsibilities include artists talks, workshops, demonstrations, digital initiatives and any other visual art projects that align with The ACT Arts Centre's Mission, Vision and Values of excellence, equity, diversity and inclusion. The position will work closely with the Arts Learning Programs Dept. to enact educational and community programming in the Visual Arts and serve as an artistic leader and resource to the vibrant artistic community of Maple Ridge.

KEY RESPONSIBILITIES

Gallery Management/Curatorial:

- Execute planned exhibitions for the 24/25 Gallery season (six total), including transport of artwork, installation, and de-install. Planned exhibitions are:
 - Summer biannual Children's-focused exhibition (title TBD);
 - *Picturing Ourselves*, a portrait exhibition featuring artists Cara Guri, Gloria Wong, Jake Kimble, Len Pierre, Odera Igbokwe;
 - The Case for Daydreaming 2024, Open call Juried Exhibition;
 - *Maskihki Pipon/Winter Medicine* with artists Jeremy Humpherville, Kristi Bridgeman, Lisa Shepherd, Sheena Gering, Sherry Leigh Williams;
 - *Celebration* (working title), featuring select members of Clay for You Korean Pottery Group;
 - Garibaldi Art Club biannual exhibition (title TBD)

- Plan, organize, research, coordinate and execute the 25/26 season of exhibitions (five) in The ACT Gallery and elsewhere in The ACT, with engaging and varied visual art exhibitions that increase awareness, knowledge and enjoyment of the visual arts. Hands-on management working with artists, guest writers/curators to create interpretive materials and install and strike exhibitions.
- Plan and organize opening receptions for exhibitions.
- Promote knowledge and increase visual literacy through presentations, demonstrations, lectures and tours, including collaborating closely with the Arts Learning Programs Manager to develop and deliver school programs and materials.
- Continue to develop The ACT Gallery's strong relationship with artists, community groups, visual arts organizations and with other gallery professionals through attending openings, seminars and in collaborative projects.
- Execute policies and procedures around exhibitions, call for entries, proposals and related documentation.
- Oversee recruitment, training and scheduling of docent and other volunteers staff for gallery.
- Ensure security and care of exhibited artwork in the spaces and adherence to public and employee safety protocols in the Gallery.
- Research and write catalogues and articles as may be required.
- Supervise and manage Gallery staff (PT Artistic Administrator(s), volunteers and docents) including overseeing the operations, policies & procedures, inventory, budget, social media promotion and relationships with artists for the Art Gallery Gift Shop.
- Contribute to promotional material developed by the Marketing Department that aligns with The ACT's brand and strategic engagement goals.

ADMINISTRATIVE

- Enact execution of programming and Strategic Plans for the Gallery
- Prepare monthly and annual reports
- Prepare and manage departmental annual budget
- Monitor and oversee recording of gallery visitors
- Research and recommend appropriate grant proposals supporting visual arts
- Serve on the City of Maple Ridge Public Arts Committee and other ad hoc committees as required related to the promotion and support of visual art in Maple Ridge.
- Manage accurate record retention, including developing and maintaining Visual Arts promotional contact list
- Respond to enquiries from public, clients and special groups
- Other duties and projects as assigned

QUALIFICATIONS/SKILLS/ABILITIES

- BA or equivalent education in art or art history, museum or curatorial studies or related field.
- 1-2 years of progressive experience in the delivery of curatorial visual art programming and project management, including directly working with artists.
- Solid administration skills including budgeting, promotion, and production.
- Knowledge and experience with public and educational gallery programs and in Public Art Policy and Development a major asset.

- Excellent interpersonal and communications skills.
- Ability to work with and embrace diversity in personalities, backgrounds and cultures.
- Commitment to engaging with and building community networks.
- Proficiency using MS Office: Excel, Word, Outlook, Teams,
- Must be prepared to obtain a valid criminal record check with a vulnerable sector check.

Compensation: Salaried, \$60,000/per annum; paid vacation; extended health after successful completion of a 3-month probation period, paid vacation; 2% RRSP employer match contribution.

How to Apply: Please submit a cover letter and resume via email with the subject line "Curator" to humanresources@mract.org. Curatorial portfolio samples may be required. The position will remain open until filled.

No phone calls please – only those short-listed for interviews will be contacted.

We wish to thank all those who apply. Please view our website for future job postings.

The Maple Ridge and Pitt Meadows Arts Council and ACT Arts Centre is committed to upholding the values of excellence, equity, diversity, and inclusion in our visual arts, performing, learning, volunteering, and work environments. We welcome applicants who will work respectfully and constructively with differences among a broad spectrum of employees and members of the community.