

EXHIBITION/EDUCATION CURATOR

NATURE OF WORK

This is professional curatorial work in the development, promotion and administration of exhibitions and art education programs for the University Art Gallery.

The employee of this class is responsible for planning, organizing and coordinating a variety of activities related to exhibition and education programs. Work includes the development and production of exhibitions, the preparation of curatorial materials, the review of external exhibition proposals, the development of in-house exhibition tour proposals, the development of art gallery educational programs and related materials and the preparation of budget estimates and grant proposal information. Work involves extensive contact with the general public, art groups, galleries, artists and government representatives. Supervision is exercised over contractual professional staff and volunteers. Work is performed under the direction of the Director and is reviewed through reports, discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Develops proposals for exhibitions for the approval of the Exhibition Committee; researches and determines the content of exhibitions; identifies general presentation requirements; prepares critical text and other materials for curatorial publications on artists, exhibitions and artworks; maintains liaison with University staff, various agencies and galleries, private collectors and artists.

Approves the design of exhibition installations; provides information regarding special handling and presentation and audiovisual requirements; ensures that arrangements are finalized by deadlines; coordinates exhibition openings, as required.

Compiles information and prepares promotional materials regarding artists and exhibitions; determines the most suitable format for materials; maintains liaison with appropriate departments for production of brochures, posters and advertisements; maintains contact with the media regarding exhibitions and artists; responds to requests for information from various interest groups and the general public.

Develops and coordinates national/international tours of the gallery's exhibitions; receives and reviews proposals for external gallery's' exhibitions; makes presentations and presents recommendations on tour offers to the Exhibition Committee; books incoming exhibitions and forwards information on shipping, handling and presentation requirements to other staff; maintains liaison with organizing galleries with regard to curatorial, art educational and promotional requirements.

Develops and coordinates the art education and public programs of the gallery; establishes and maintains contact with external groups including artists, school boards, community colleges,

and art groups; organizes activities such as art education programs, lecture series and children's workshops.

Develops art gallery educational materials; responds to requests for special art education events from various interest groups; presents related seminars, as required.

Designs gallery tours and determines the content of lectures; compiles tour information packages; recruits and trains volunteers to conduct tours of the gallery.

Prepares annual budget estimates for exhibition and education programs; participates in the development of grant proposals, including budgets and details regarding grant funded activity.

Establishes and maintains contact with visiting artists and curators; ensures that required arrangements for visits are made; provides assistance and guidance, where necessary.

Maintains overview of artistic production locally and nationally; provides information and consultation to local artists, as necessary; maintains professional liaison with curators and educators nationally.

Provides advice to Acquisitions Committee on the acquisition of artworks for the Permanent Collection.

Participates on a number of internal and external committees.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in the development of curatorial projects and exhibitions and the administration and promotion of art exhibition and gallery education programs; graduation from an approved college or university with a master's degree in Art History, Fine Arts or related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of international and Canadian art history, contemporary art and critical theory and of the concepts, materials and methods of art making.

Considerable knowledge of curatorial principles, theories and research methods.

Considerable knowledge of the concepts, materials, and methods in displaying artwork.

Considerable knowledge of fine arts and of processes and techniques of various art forms.

Considerable knowledge of the development and production of exhibitions and of the development of art gallery education programs.

Considerable knowledge of the operation of public art galleries and museums.

Knowledge of the methods used to prepare and disseminate information for informational and promotional purposes.

Knowledge of standard procedures and practices in budget preparation and control.

Knowledge of the orientation and developments in the local, national and international art.

Knowledge of University rules, regulations and procedures.

Ability to exercise critical judgement of works of art.

Ability to plan, develop and organize art exhibitions and art gallery education and public events programs.

Ability to organize, plan and supervise the work of contractual staff or volunteers.

Ability to understand oral and written instructions.

Ability to present ideas effectively both orally and in writing to groups and individuals.

Ability to establish and maintain effective working relationships with artists, galleries, community groups, educational institutions, the general public and University faculty and staff members.

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Under Review: 2004.01.05