

Job Title: CURATOR

Job Summary:

The Curator contributes to the mission of the Kelowna Art Gallery through tasks outlined in the job description and is project leader for exhibitions, accompanying publications, and all permanent collection activities. The Curator develops relevant permanent collection and exhibition policies, reports directly to the Executive Director, and works with the Executive Director on exhibition and acquisition selections.

Exhibitions and Publications:

- Develops immediate and long-term (3-year) exhibition program in consultation with the Executive Director; includes exhibitions organized in house and offered for tour, and those touring to the Kelowna Art Gallery from other galleries.
- Oversees the plan and installation of two installations of art per year at the Gallery's satellite space at the Kelowna International Airport (solo commissions by Okanagan artists).
- Initiates, develops and coordinates temporary exhibitions. Works with the Head of Public Programming to provide info re their program plans
- Undertakes original research for exhibitions and publications
- Assesses exhibitions offered by other galleries, institutions, organizations, independent curators, and individuals, and responds to these offers promptly
- Writes texts and coordinates design and production of gallery publications, exhibition catalogues, and didactic material
- Maintains professional contact with other galleries, institutions, and organizations – provincial, national, and international – for the exchange of information
- Cooperates with other curators, galleries, institutions, and organizations on shared exhibition initiatives and exchanges
- Supervises the Registrar, the Preparator and any contract exhibition personnel
- Provides the design and layout of exhibitions and any special display equipment
- Maintains accurate and relevant records of exhibitions and artists

Collection Development and Management:

- Develops and oversees acquisition policies and strategies in consultation with the Executive Director
- Identifies works for purchase, donation, and de-accessioning.
- Presents proposed works to the Acquisitions Committee.
- Undertakes and supervises all necessary arrangements and procedures for charitable tax receipts for art donations and for certification with the Canadian Cultural Property Export Review Board on donations. Ensures that legal and ethical standards are maintained in accordance with accepted museum practice.
- Generates and submits applications for acquisitions funds when applicable.
- Supervises Registrar and permanent collection management staff.
- Initiates and supervises collection research projects, and engages contract curators and researchers when appropriate.
- Develops exhibitions and installations with the permanent collection to enrich the public's understanding of these works.
- Encourages access to and use of the permanent collection by outside curators and members of the public, including university classes.

Administrative:

- Develops and monitors budget for all exhibition-related expenses including publications, general gallery maintenance, and exhibition installations.
- Undertakes funding applications for research, exhibition production, and publications, and supports sponsorship initiatives when appropriate and applicable.
- Works with the management team on long-term planning, sponsorships, and promotion.
- Assists the Head of Public Programming in developing exhibition-related lectures, panel discussions, artist's and curator's talks and artist's residencies, as needed.

Other Duties:

- Maintain familiarity with government cultural policies as they affect gallery status and funding.
- Maintains knowledge of exhibition and cultural issues on a national and international level.
- Addresses requests for information from the public and professionals in the cultural sector.
- Upholds a professional practice and ensures a professional presence for the Gallery.
- Responds to invitations for speaking engagements and acts as an advocate for the Gallery within the community and the cultural sector.

Positions Supervised:

- Registrar
- Preparator / Technician
- Contract curators and artists and contracts installation staff.

Working Conditions:

This is a full-time position based on a 35-hour week. Flexible hours are dictated by installation requirements, events, exhibition opening receptions and other related public programs, publications, conferences, artist's studio visits, committee activities, grant deadlines and other related duties.

The Kelowna Art Gallery is an equal opportunity employer committed to fostering a diverse and inclusive work environment. Upon request, suitable accommodations are available under the *Employment for People with Disabilities Act* for applicants invited to an interview

Knowledge and Skills Required:

- In-depth knowledge of both historical and contemporary Canadian art.
- National standards for legal, ethical, and professional museum practices.
- Permanent collection management and development.
- Exhibition research, development, design, and installation.
- Exceptional writing and public speaking skills.
- Team player.

Minimum Qualifications Required:

- Master's degree in Museum Studies, Art History or a related discipline.
- Publications record.
- Strong public speaking and networking skills.
- Five years experience in curating public art gallery exhibitions.
- Experience in permanent collection management and development.