

YORK UNIVERSITY

Job Posting – CPM (Confidential, Professional and Managerial Employees)

Position Title: Curator

Job Code: 951003

Reports To: Director/Curator

CPM Salary Grade: F

Form Completed by: Jenifer Pappararo

Faculty/Department: AGYU

I. JOB PURPOSE:

In consultation with the Director/Curator, the Curator is responsible for preparing budgets, core and project grant applications and fundraising requests; managing staff; researching and developing programming (including but not limited to exhibitions, collections, lectures, conferences, screenings, performances, workshops, writing, publications, and student and community engagement); supervising program implementation from exhibition planning and installation to developing and facilitating event-based programming including outreach and education; developing and implementing marketing and publicity campaigns to raise awareness of AGYU's programs. Develop and sustain long term working relations with artists both local and international and engage with the public across multiple platforms from gallery tours to online events.

2. MAJOR DUTIES:

A) Curatorial: In collaboration with the Director/Curator and AGYU curatorial staff, the Curator participates in developing and overseeing the overall planning, scheduling and implementation of AGYU programs. This involves collaboration (internal and external), knowledge building and sharing, community consultation, and extended research (from scholarly to community engagement). The incumbent will oversee scheduling of all programs and supervise the co-ordination of multiple programs simultaneously, develop and produce unique programs while managing all elements of their implementations from production to audience engagement. Works with artists or related affiliates (gallerists, museums or collectors) to establish production sources for the organization of exhibitions, and related activities. Plans layout and installs exhibitions. Creates ancillary programs to complement exhibitions; develops unique community-based programs; involves university departments and students in education programming. Conducts ongoing research, including travel, to build knowledge of contemporary art practices.

B) Marketing and Publicity: Working in consultation with the Director/Curator and all AGYU staff, develops, budgets and implements marketing and publicity strategies for all AGYU programs. Writes and supervises the production of promotional material. Organizes publicity, developing and maintaining relations with media and press. Creates new audiences for contemporary art by developing creative marketing strategies that engages AGYU's varying communities, from local to international.

C) Administrative: In support of the overall short and long-term objectives for the AGYU, the candidate develops short and long-term programming plans in dialogue with the Director/Curator and AGYU staff. The Curator prepares annual budgets, operating and project grant applications, and fundraising requests.

Supervisory: In consultation with the Director/Curator, schedules and supervises staff tasks related to programming and operations; supervises YUSA staff and various casual and work study staff.

D) Health & Safety:

- Be familiar with the Occupational Health & Safety Act and Regulations and University health and Safety procedures as they apply to the workplace.
- Ensure that safe workplace procedures required by management are in place, understood by all employees involved in installations and are adhered to.

- Inspect work areas for actual or potential hazards on a regular basis and advise employees about these hazards.
- Ensure that any protective devices that may be assigned are properly used and maintained.
- Ensure only authorized and qualified workers operate equipment or machinery

3. SUPERVISORY RESPONSIBILITIES:

Positions Supervised	No. of Incumbents
Administrative Assistant	1
Assistant Curators	2
Collections/Education Assistant	1
Work Study	varies
Casual Staff (YCW to installers)	varies

Total number of staff supervised: 4 full-time

Nature of Supervisory Responsibility:

Manage staff and participates with the Director in the recruitment and selection of staff. Responsible for training, performance, absence, and attendance management. Determine staffing requirements and workload distribution. Provide overall direction and leadership to staff and schedule and assign work. Is responsible for being knowledgeable of applicable collective agreements, University Human Resource policies and programs and related employment legislation and for managing effectively in compliance with same.

Non-Staff

Mentor, delegate work to, and oversee student volunteers and graduate assistants. Recruit and create production schedule for, and supervise installation crews of 2 to 5 people.

4. PERSONAL CONTACTS:

a. Contacts	Purpose
York Facilities	physical plant issues, exhibition installations, insurance
Department heads, faculty and students	collaboration on discursive programming, building long term relations with faculty and supporting individual students and student groups
Indigenous councils and leaders	seeks indigenous consultation, building relations and knowledge
Community groups	works to build relations with internal and external communities from students to community organizations
Artists, writers, curators	works with to develop programs
Gallery and museum staff	collaborates with to organize and develop programs; develop exhibition exchanges
Media relations	promote AGYU programs

Designers, coders, printers	publications, didactics, digital presence
Individuals and corporate donors, embassies	fundraising and international relations
Arts councils and foundations	operating and project funding
Gallery preparators, contractors	AGYU program production

5. DECISION MAKING:

Curatorial and Administrative decision making related to working with artists, guest curators, writers, designers, scholars and contractors in the production of all AGYU programs (from exhibitions to publications) and in relation to gallery operations. Manages budgets related to programs and general operations. Collaborates with Director/Curator and AGYU staff to envision a holistic program that supports artists, furthers art discourse and builds audiences and accessibility in relation to AGYU programs.

6. DIRECTION RECEIVED:

Reports to and works under general direction of the Director/Curator with independence of action within the duties and responsibilities outlined above.

7. FINANCIAL/BUDGETARY CONTROL:

Control of exhibition budgets for specific exhibitions and exhibition installation in general. Control of budgets for marketing. Control of budgets for education and outreach

Payroll Budget	\$500,000
Operating and Program Budgets	\$500,000

Participates in and has responsibility for developing core grant applications (total for AGYU \$360,000 per year) and securing funding from foundations, project grants, consulates and foreign arts councils and individual donors (up to \$150,000 per year)

Other major accountabilities, e.g., information, materials, buildings, equipment, etc.

Purchase of installation materials for exhibitions and of audio-visual equipment and capital expenditures. Responsible for operational and safekeeping of tools and audio-visual equipment during exhibition installations. Responsible for safe and secure art-handling and shipping. Responsible for safety of exhibition installation crews in accordance with management responsibilities under the Occupational Health & Safety Act. Mount solo and group exhibitions within gallery spaces ensuring safety and security of artwork.

8. QUALIFICATIONS:

A. Educational Requirements:

Post-Graduate MA degree with emphasis on fine art, art history or curatorial studies, or equivalent experience.

This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

B. Experience Requirements:

Must have work experience, having worked as a curator within a public arts organization or institution for a minimum of 6 years.

C. Knowledge and Skills:

- Knowledge of contemporary art in all its diverse practices and forms. One must be knowledgeable of contemporary art practices world-wide with an understanding of how to support artists with diverse cultural practices from exhibitions to performances, including commissioning artworks to coordinating small and large-scale events.
- It is essential that the candidate have critical and discursive skills to both support and critique art institutional thinking from art collection practices to working with a diversity of artists' practices.
- The ability to implement anti-racist and anti-oppression working methodologies when engaging artists and audience is essential.
- Excellent verbal and written communication skills for writing publications, press releases, grant and fundraising applications, speaking with the media and public advocacy is a necessity.
- One must have experience mounting solo and group exhibitions within gallery spaces as well as having knowledge of producing artwork in the public realm.
 - The AGYU operates within a complex mix of local and international contemporary art institutions – from community and education-based to exhibition or publication oriented, including both for- and not-for-profit art organizations, as well as large scale public museums and galleries and smaller artist-led initiatives from artist-run-centres to artist collectives – of which the candidate must be knowledgeable for potential collaboration and in order to share resources.
- Knowledge of government granting agencies at the municipal, provincial and federal levels with a proven track record of grant writing with successful outcomes. Knowledge of individual donors, collectors, and businesses and corporations who are ethical donors and receptive to supporting contemporary art is an asset.
- Practical experience with art-handling and shipping is a must with knowledge of audio-visual technology, museum standards, and exhibition design skills. Knowledge of graphic design software and online platforms are an asset.
- Experience producing publications with copy editing, graphic design and commercial printing knowledge are assets.
- Knowledge of policies related to anti-racism, equity, accessibility, and guidelines on pay equity is required.
- Communication experience is essential with an understanding of how to engage audiences through multiple digital social media and online platforms. Knowledge of media outlets with the ability to tailor press releases and media to a specificity of programs.

9. THE WORK ENVIRONMENT AND THE PHYSICAL/SENSORY DEMANDS:

The art gallery is a high-paced, intensive environment, where the Curator must attend to numerous projects and programs consecutively. Attention to detail and strict deadlines is required.

The candidate will periodically work within art installation conditions with evening and weekend work. Travel is involved for exhibition and program research purposes as well as for other gallery related business.

Higher than normal sensory effort required and the need for high level of accuracy/precision to attend to fulfilling artistic requirements of artist(s) and exhibition themes when mounting/overseeing exhibition installations, critiquing art etc.

It is a social and collaborative environment that engages with the public and works with a multiplicity of stakeholders from local and international artists to community and student groups.

AGYU occupies colonized Indigenous territories, and out of respect for the rights of Indigenous people, we accept our collective responsibility to recognize our colonial histories as well as their present-day manifestations and to honour, protect, and sustain this land. AGYU promotes 2SLGBTQIAP positive spaces & experiences and works towards being barrier free. It is an environment that is committed to anti-racism. We work to eradicate institutional racial biases and develop accountable programs that support Black, Indigenous and People of Colour. AGYU is an artist centered organization that has a commitment to research and expression, which includes building audiences for contemporary art.