

**YORK UNIVERSITY
JOB POSTING - YUSA**

For All YUSA Full Time, Part Time, Sessional and Limited Term Positions

JOB TITLE: Assistant Curator

JOB CODE: 951437

DEPARTMENT/FACULTY: Art Gallery York University

SALARY BAND: 13

I. JOB PURPOSE:

The Assistant Curator is responsible for facilitating the exhibition and collection of original works of art at York University, and the publication of Gallery catalogues and handouts to the public. The position provides a liaison with the Gallery's public (i.e. faculty, staff, students, and general public) and supports the function of the Director/Curator.

II. MAJOR AREAS OF RESPONSIBILITY:

1. Administrative

- A) Assists in long-term planning, scheduling and budgeting of programmes.
- B) Assists in preparation of grant requests and summary reports.
- C) Responsible for the administration of the permanent collection.
- D) Initiates correspondence regarding programmes, operations, and collections.
- E) Assists in the coordination of Work/Study students, interns, and volunteers.
- F) Assists in training, scheduling and work assignments for employees.
- G) Assists in preparing time sheets, evaluations and direction for casual employees and volunteers

Contacts: Government funding agencies, artists, museums, and internal departments. Work/Study program, , payroll and employees.

Reason for Contact: Fundraising, development of programs, on-going administration, to source out subsidized employment programs e.g. work/study, internships and volunteers, and to assist in the task assignment and training of casual staff.

Percentage of time: 50%

2. Curatorial and Registration

- A) Assists in research, planning, publicity, and installation of exhibitions.
- B) Arranges transport, insurance, customs and security of artworks.
- C) Implements the installation of exhibitions.
- D) Administers travelling exhibitions. Assists in the organization of special projects e.g. seminars, workshops, video screenings and panel discussions.
- E) Coordinates AGYU catalogue distribution centre/bookstore

Contacts: Artists, curators, museums, shipping and customs agents, international departments, media contacts e.g. magazines, newspapers, radio stations, and general public.

Reason for Contact: To ensure the success of gallery programmes

Percentage of time: 30%

3. Research and Writing

- A) Assists in the compilation, editing, proofing of all gallery publications.
- B) Prepares reports on gallery operations, policies and special study reports.
- C) Develops and maintains research files and visual documentation.
- D) Researches and compiles information on incoming exhibitions for public information.

Contacts: Artists, writers, designers, museums, and internal departments.

Reason for Contact: To facilitate the production of gallery publications and operations.

Percentage of time: 15%

5. Other duties as assigned

Percentage of time: 5%

III. COMMUNICATIONS:

| Level | English |
|---|-------------------------------------|
| Basic reading skills (e.g., scanning text, reading forms, etc.) | <input checked="" type="checkbox"/> |
| Basic writing skills (e.g., writing brief notes, completing forms, etc.) | <input checked="" type="checkbox"/> |
| Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.) | <input checked="" type="checkbox"/> |
| Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.) | <input checked="" type="checkbox"/> |
| Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.) | <input checked="" type="checkbox"/> |
| Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.) | <input checked="" type="checkbox"/> |
| Comprehends complex texts (e.g., reading & interpreting policy papers/research papers/technical reports, etc.) | <input checked="" type="checkbox"/> |
| Composes documents (e.g., drafting reports/recommendations/research papers/summaries, etc.) | <input checked="" type="checkbox"/> |

IV. PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

| | | | |
|---|------|---|-----|
| <input checked="" type="checkbox"/> VDT Use | 50 % | <input checked="" type="checkbox"/> Bending | 5 % |
| <input checked="" type="checkbox"/> Other | 5 % | | |

V. RESPONSIBILITY FOR OTHERS:

Does this job have responsibility for others Yes

| | <u>F/T - P/T</u> | <u>Casuals</u> |
|---|------------------|----------------|
| <input checked="" type="checkbox"/> Gives direction or instructions | # | # 4 |
| <input checked="" type="checkbox"/> Arranges work schedules, coordinates work flow & reviews completed work | # | # 4 |

Acts as a lead hand providing direction and support

VI. QUALIFICATIONS:

Define the minimum knowledge, skill and ability requirements necessary to perform the job.

Minimum level of formal education required:

University degree in Visual Arts or, or equivalent combination of education, or an equivalent of 4 years recent experience (defined as within the last five years) working at York University and performing the same or similar tasks. This education equivalency is in addition to the experiential requirements outlined below.

Minimum number of years and type of relevant work experience required:

2 years recent related experience in a gallery or museum, specializing in contemporary art (e.g. research, curatorial assistance, administration of a collection, installation of artwork, art handling, condition reports, etc.). Experience working with diverse communities.

Skill required:

- Strong knowledge of fine art handling, shipping and condition reporting
- Strong knowledge of exhibition coordination and project management in contemporary art
- Strong knowledge of contemporary art practices and current trends in curatorial practice
- Knowledge in publication coordination and distribution
- Strong writing skills, attention to detail, and ability to multitask competing deadlines and overlapping projects
- Knowledge of the non-profit public gallery sector, including experience with grant applications
- Ability to stay current with trends in collections management

Please note: 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.

VII. JOB SPECIFICATIONS:

Hours of work:

Summer:

What are the peak periods for this position?

Is there any change of hours during peak periods? Yes

Hours during peak periods: Maybe required to work week-ends and evenings during events and Exhibition openings

Is there any time during which vacation is restricted? Yes

Define the restriction: September - January