



Approved By:	Nancy Noble
Date Approved:	April 2023
Reviewed:	

Job Title	<i>Chief Curator/Director of Collections and Exhibitions</i>
Reports To	<i>Director/CEO</i>
Work Setting	<i>Monday to Friday, 9 to 5pm. There will be times the Director will be required to attend special events or other activities beyond normal working hours.</i>

Position Summary

The Chief Curator/Director of Collections and Exhibitions is a member of the Art Gallery of Greater Victoria (AGGV)'s senior management team and reports to the Director/CEO. The Chief Curator assists in setting and delivering the AGGV's vision and strategic goals.

The position leads the efforts to build, present, care for, and conserve the Gallery's collections and is responsible to collectively establish the artistic direction, develop and implement exhibitions, publications and associated programs consistent with the vision, mission, strategic plan and policies of the AGGV. The Chief Curator/Director of Collections and Exhibitions manages the Curatorial Department and all aspects of its operations, and builds a collegial department that works collaboratively and cross departmentally.

Responsibilities

Exhibitions (35%)

- Provide leadership for the planning and delivery of an exhibition program plan for AGGV's galleries working with local, regional and national collectors, artists and partners.
- Works with the curatorial team to develop the temporary exhibition program including those curated in-house, those curated in partnership with others and travelling exhibitions brought in from other art galleries.
- Curates exhibitions and oversees the curation of exhibitions both in-house and in partnership with other curators and communities.
- Oversees the travel of AGGV exhibitions, as required.
- Develops and oversees the publication program of the gallery including the scholarly content.
- Works closely with the Director of Learning and Engagement to partner with community and provide content for the development of educational and learning programs.
- Maintains and grows professional relationships at the local, national and international level to consider trends in the field and their impact on AGGV exhibitions.

Collections (25%)

- Overall responsibility for the gallery collection including developing long-term plans (accessioning, deaccessioning) for the development of the collection in relation to the Gallery's mission, vision and strategic plan.
- Cultivates and maintains relationships with collectors and donors.
- Oversees the care of the collection, ensuring the Gallery meets the appropriate professional standards.
- Supports the Works of Art Committee of the Board to set agendas, educate members and enlist support for the collections plan.
- Researches permanent collections and disseminates information through exhibitions, gallery displays, public lectures and publications.
- Oversees the research projects of other Curatorial staff in relation to the collection.
- Overall responsibility for the library and archives.

Leadership 25%

- Participates, as part of the senior leadership team, in setting the annual business plan and budget for the organization based on strategic direction from the Board.
- Supports the Director/CEO through participation at Board meetings and Board Committee meetings.
- Following the strategic plan and annual business plan, sets clear, results oriented departmental goals with realistic and measurable outcomes and is accountable for meeting those goals.
- In conjunction with the senior leadership teams, sets and then manages the budget for the department as well as any special project budgets.
- Serves as an advocate in the community for the importance of the visual arts in society and for the role of the Gallery.
- Represents the Gallery at public functions, attends opening and other events including speaking engagements.
- Supports the fundraising and development team in securing grants, sponsorships and other types of support.

Human Resources 10%

- Manages a team of staff, contractors, interns and others working in curatorial, collections, and exhibitions including performance management of direct reports.
- Oversees and participates in recruitment of staff as required, following the Collective Agreement and human resource procedures of the Gallery.
- Trains, delegates, evaluates and supervises staff, providing leadership to foster the best performance of the employees and fostering a positive work environment.

Administration 5%

- Works collaboratively with the Director/CEO and other members of the management team to ensure key initiatives, assignments and requests for information are produced and responded to in a timely manner, and that they meet the needs, standards and strategic objectives of the Gallery.
- Attends monthly Board and other committee meetings as directed by the Director/CEO;
- Manage all records related to curatorial activities.
- Performs other related duties as assigned.

Communications & Reporting Structure

Internal

- Reports to the Director/CEO
- Is a member of the Senior Management team
- Liaises with all Department Managers
- Liaises with the AGGV Board and appropriate committee
- Works closely with the Director of Learning and Engagement on content for programming.
- Works closely with the Director of Development and Marketing on donor relations, grants and fundraising as well as communications and marketing related to the exhibitions and collections.
- Supervises the Curators, collections and exhibitions staff.
- With Director of Learning and Engagement, shares supervision of Curatorial and Program Administrator.
- Also supervised contract staff including artists, educators and others.

External

- Develops relationships and liaises with artists, curators, scholars, community organizations and other relevant colleagues.
- Along with the Director/CEO, liaises with collectors and donors.
- Communicates with the media as appropriate.
- Takes a leadership role on behalf of the AGGV in public relations regarding collections and exhibitions including forging links with other professionals provincially, nationally and internationally.

Qualifications, Experience & Education

- A graduate degree in an appropriate discipline including comprehensive knowledge of art and cultural history, particularly in Canada.
- Significant experience in curatorial work and management including curatorial, exhibition planning, and implementation, conservation and research.
- Demonstrated experience of successfully leading a curatorial team or department including research, development, implementation and management of exhibitions programs and the development and use of a collection of art.
- Demonstrated ability to build and foster effective relationships with artists, donors, colleagues, and stakeholders locally, regionally, nationally and internationally.
- Proven ability to work effectively in a team environment and possess excellent managerial, interpersonal, financial and organizational skills.
- At ease in a highly visible and public position.
- Demonstrated commitment to the values of diversity, inclusion and public-centered engagement strategies.

Working Conditions

- Ability to work after hours and on weekends, as needed.
- Ability to travel for work, as required.