

AGB

ART GALLERY *of* BURLINGTON

Deadline: JANUARY 25, 2019, 4:30 pm

Location: Burlington

Effective: IMMEDIATELY

Employee Type: Full-Time, 8-month contract (February – October)

Position Title: Curatorial Assistant

Skills: The ideal candidate is an ambitious and collaborative thinker, organized, and well versed in contemporary art and craft practices. They must have an adept understanding of fine art handling, shipping, and condition reporting. A strong knowledge in exhibition coordination and project management, and publication coordination is necessary for the position. Candidates must possess solid writing skills, be detail-oriented, and have the ability to multitask on overlapping projects. Understanding the nuances of the non-profit public gallery sector, is key to complete project and operating grant applications.

Responsibilities:

- Reporting directly to the Senior Curator, the Curatorial Assistant provides logistic support for the AGB exhibitions, publications, collection, and education programs;
- Managing preparatory team and overseeing installation for all internally-generated and touring exhibitions;
- Assisting in exhibition installation;
- Engaging in research for interpretive and scholarly contributions to gallery texts, education guides, audio guides, social media, and publications;
- Working with the Senior Curator to oversee artist residencies, site-specific installations, and collection commissions;
- Working closely with the Senior Curator to identify and secure funding sources and undertaking the preparation of operational and project grants;
- Working with the Creative Programs Advisor to ensure the development of education and adult programs that enrich the permanent collection and exhibitions, and enhance visitor experiences;
- Supporting the curatorial team and working closely with community engagement and education;
- Supporting the acquisition committee on reviewing proposed donations and purchases and cataloguing new work;
- Providing collection research and managing the collection database;
- Working with local, national and international media and press;
- Promote exhibitions, receptions, workshops, lectures, courses and special events;
- Ensuring the collection is properly maintained, catalogued, displayed and conserved;

- Updating exhibition and collection areas of the website and social media;
- Assisting with the evaluation, the issuance of the tax receipt, when appropriate the application to Canadian Cultural Property Export Review Board;
- Completing reports for Library and Archives Canada;
- Supervising volunteers, interns, and co-ops as required.

About the Art Gallery of Burlington:

The Art Gallery of Burlington is Ontario's eighth largest public art gallery by annual expense and holds a nationally significant collection of contemporary Canadian ceramic art. The AGB's 50,000 square foot facility includes 6,000 square feet of exhibition space and 25,000 square feet of studio facilities. Over 600 studio members of the AGB make extensive use of the AGB's studios. <https://artgalleryofburlington.com/>

The Art Gallery of Burlington is located in Burlington, Ontario, Canada, at the head of Lake Ontario, within the Dish with One Spoon Wampum Belt Covenant and the Treaty Lands and Territory of the Mississaugas of the New Credit First Nation.

How to Apply:

Please submit a resume that clearly indicates your relevant work experiences and a cover letter that describes your specific artistic interests in contemporary art practice in one pdf. Send to Suzanne Carte, Senior Curator, AGB at suzanne@agb.life with the subject line, Curatorial Assistant Position by January 25, 2019, 4:30 pm.