

Career Opportunity Director and Curator, Godfrey Dean Art Gallery

Application deadline is July 15, 2020 at 5 pm.

Ideal start date is October 15, 2020 (negotiable)

Full time 35-hour work week. Some evenings and weekends are required for meetings and events. Hours are flexible and negotiable.

Permanent full time position based on a renewable contract term of three years.

Starting Salary: \$40,000 plus benefits including health and dental insurance and a pension plan.

How to Apply

Qualified candidates are invited to submit application packages to Godfrey Dean Art Gallery Board of Directors by e-mail only to: gdag@sasktel.net with the subject heading "Application for Director and Curator."

The application package should include:

- A cover letter
- Curriculum Vitae
- Names and contact information for three professional references
- One or two original writing samples, such as a curatorial text, article or grant proposal

About Godfrey Dean Art Gallery

Godfrey Dean Art Gallery is the only professional public art gallery in East Central Saskatchewan. It plays an important role in promoting local and regional artist's work and community engagement through mounting exhibitions, offering art classes and learning opportunities, along with community and public art projects.

Godfrey Dean Art Gallery enjoys three on-site venues. This allows the gallery to maintain its curatorial focus and pay CARFAC fees (Main Gallery), feature local and emerging artists (Landscape & Memory Gallery), while encouraging youth and others to actively participate (Atrium Gallery). OSAC touring exhibitions are also presented in partnership with the Yorkton Arts Council.

Godfrey Dean Art Gallery is a not-for-profit organization, financially supported by funding from the City of Yorkton, SK Arts (formerly called the Saskatchewan Arts Board) SaskCulture and SaskLotteries, community and government sources, self-generated revenues, and private sector donors.

Position Summary

The Director and Curator oversees the artistic, operational, and financial management of the organization, in accordance with the strategic and annual program plan. Reporting to the Board of Directors, the Director and Curator leads the programming and administrative operations consistent with the gallery's policies, vision and mission. The ideal candidate will have a wide range of skills related to curating and program development, as well as financial reporting, policy implementation, and staff leadership.

Director Responsibilities

Participate in the planning, directing, coordinating and controlling of all aspects of Godfrey Dean Art Gallery in accordance with the by-laws, policies and procedures. This includes exhibition management, and artist contracts and correspondence.

Oversee selection and management of Godfrey Dean Art Gallery staff and related Human Resources responsibilities.

Oversee the supervision of staff and volunteers with the Gallery Manager.

Maintain current knowledge of funding opportunities and prepare grant applications and funding requests.

Represent Godfrey Dean Art Gallery to the media, municipal, provincial and federal governments, cultural organizations, and the public in all matters pertaining to the gallery.

Provide effective liaison with the community.

Endorse all public relations material affecting the gallery including Godfrey Dean Art Gallery image, advertisements, interviews, and public affairs.

Help to supervise and facilitate gallery use by community and commercial groups.

Direct and supervise daily administration with the Gallery Manager, including:

- managing correspondence, reports and documents.
- ensuring office systems (computer hardware and software, network, office supplies and equipment) are maintained and up to date.
- ensuring filing systems are maintained.
- ensuring membership, organization contact information and databases are maintained.
- helping to prepare financial statements and ensuring accurate and timely year end close.
- ensuring that invoices are setup for payment and confirming that payments are up to date.
- ensuring vendor cheques are prepared for mailing.

Direct and oversee the Gallery Manager and Instructors in all aspects of programming, community initiatives and extension activities, and maintain liaisons with other art galleries and peer professional organizations.

Liaise with Board of Directors and keep them informed by quarterly and annual reports on all matters pertaining to the programs, activities, and operations of Godfrey Dean Art Gallery.

Advise Board of Directors on funding requirements for specific purposes including capital and staffing requirements.

Assist the Board of Directors in the development of policies and procedures.

Curator Responsibilities

Curate and prepare a plan of exhibitions including opening receptions and special events related to programming.

Plan and organize the exhibition of work by individual artists, organizations and touring shows, including the design, preparation, and production of interpretive materials.

Plan and organize related materials for promotional activities and audience development, including artist presentations and residencies as resources permit.

Ensure maintenance of high standards for physical handling, storage, shipping of art works and exhibitions. Maintain knowledge of the latest developments in exhibition design, technology, and innovations.

Maintain a broad and current knowledge of activities in contemporary art and related fields through gallery and studio visits, conferences, lectures and workshops, utilizing online resources as much as possible

Qualifications

Education

Graduate Degree in Fine Arts, or equivalent education and experience, from an accredited University program with a specialization in Art History, Curatorial Studies, Cultural Studies, or Studio Art is preferred. A suitable combination of education and experience may be considered.

Experience

Three years of previous art gallery experience, or administration and operation of a cultural institution with exhibitions or related programs. Demonstrated leadership working with a staff team, community groups, and managing volunteers. Managing finances in the not-for-profit sector, including grant proposals and fundraising experience.

Skills

- Broad knowledge of Canadian and Saskatchewan historical and contemporary art.
- Knowledgeable about competent handling of artworks; shipping, and installation exhibitions.
- Excellent writing, verbal and interpersonal communication skills.
- Ability to manage staff and implement strategic plans.
- Analytical, critical thinking and problem-solving skills.
- Ability to manage time and energy efficiently.
- A strong commitment to community, inclusivity, and equality.
- Knowledge and ability to seek out and work with funding agencies.
- Ability to prepare an annual budget.
- Knowledge of and experience with financial statements and reports.
- Proficiency in computer software including Microsoft Office.
- Understanding of the role of digital platforms, social media, and web development for contemporary cultural institutions.

What Makes Yorkton Special

Yorkton is a city rich in culture, heritage, and agricultural traditions. We have great connections across the province via the Trans Canada Yellowhead Highway 16, Highways 9, 10, and 52.

Yorkton is the economic centre for the surrounding trading area of over 150,000 people and offers a full range of retail, financial, and personal services.

Yorkton is one of the safest cities in all of Canada. We are among the top ten cities with the most hours of sunshine and clearest skies all year round. Yorkton's nearly 20,000 residents enjoy excellent schools, first-rate health care, great recreation opportunities, and quality housing that is affordable.

A well educated and skilled workforce, moderate property taxes, and stable commercial, industrial and residential sectors have fostered Yorkton's emergence as one of Saskatchewan's most promising economic regions. Recently, Alberta Venture Magazine labeled Yorkton one of the Best Communities for Business in the category of "Community on the Rise."

Yorkton's excellent level of educational, health care and recreation services, expanding housing sector, competitive business environment, and readily available amenities are just a few of the reasons why Yorkton is one of the best places to live, visit, work, and invest.