




JOB TITLE: PROGRAM MANAGER/CURATOR, TRAVELLING EXHIBITION PROGRAM

REFERENCE NO: 11106

DIVISION: PUBLIC SERVICES

DEPARTMENT: COMMUNITY DEVELOPMENT

APPROVAL DATES: BY:  DATE: May 21, 2020
COMMISSIONER OF PUBLIC SERVICES

BY:  DATE: May 15, 2020
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This contract position is responsible for the planning, organization and delivery of the Alberta Foundation for the Arts (AFA) Travelling Exhibition Program in the South Eastern Alberta zone (Region 4).

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Art Curator.
- Directly supervises the Travelling Exhibition Program Assistant, students and volunteers.
- Maintains effective working relationships with representatives from government departments, Region 4 communities, school districts, community organizations, agencies and the public.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Ensures program requirements as defined in the Memorandum of Understanding between the City of Medicine Hat and the AFA are fulfilled.
- Curates and organizes local exhibitions and circulates exhibitions throughout Region 4 as defined in the Memorandum of Understanding with AFA.
- Provides progress and information reports on exhibitions, publications and events and activities for all Region 4 venues in accordance with the program requirements.
- Monitors, manages and reports on the program budget, including administering the collection of AFA exhibition fees from participating venues.
- Provides technical and qualitative advice and programming assistance to participating and potential Region 4 organizations and communities.
- Actively encourages existing and former participating venues to continue providing exhibitions to their communities while developing new venue opportunities in communities not previously served by the program.
- Maintains documentation for bookings, displays, conservation of material and artworks, and artist contracts.
- Creates and circulates promotional program materials for print, web and social media platforms to existing and potential venues.
- Provides training, mentoring and coaching to the Assistant, students and volunteers.

REQUIRED COMPETENCIES:

- Demonstrated excellent communication, writing, research and presentation skills.
- Ability to establish and maintain effective collaborative relationships with team members, peers, leaders and members of the public.
- Ability to function effectively in a diverse, fast paced and demanding work environment with challenging and often competing priorities.

- Thorough knowledge of contemporary Canadian Art.
- Strong background in contemporary art curation with an emphasis on community engagement.
- Demonstrated organization, leadership, management and conflict resolution skills including the ability to work with minimum supervision and make decisions independently, using proper judgement and procedures.
- Working knowledge overseeing budgets.
- Thorough understanding and application of the City of Medicine Hat policies and procedures.
- Demonstrated skills in operating a personal computer using current office software in a network environment including Microsoft and other applications as required.

REQUIRED QUALIFICATIONS:

- Successful completion of a Bachelor Degree in Fine Art, Art History or related discipline, from a recognized post-secondary institution.
- Two (2) years directly related work experience including one (1) year supervisory experience.
- Valid Alberta Class 5 Driver's License with an acceptable driving record.
- A management approved equivalent combination of training and experience may be considered.

May 14, 2020