

Arts Administrator and Curator, Britannia Community Services Centre Society is seeking applications for this position at the Britannia Art Gallery located within the Britannia Vancouver Public Library branch in East Vancouver. Display locations are dispersed around the campus, this includes elevated display cases, enclosed exterior alcoves and 12-foot installation walls.

Priority given to Indigenous, Black, racialized people, people with disabilities, Trans, Two Spirit and LGBTQ, all encouraged to apply.

Contract for 2 years commencing May 2024 - May 2026

\$1,400/month for up to 50 hours a month, approximately \$28.00/hr

ABOUT THE BRITANNIA ART GALLERY

Vision: A welcoming and accessible gallery that showcases and celebrates East Vancouver's arts and culture.

Mission: to support and promote the diversity, creativity, and community of Vancouver's Eastside

Values: diversity, accessibility, connection, community, creativity, celebration, and joy

This unique Gallery is located within the Britannia Library and is run with support from the Britannia Arts & Culture Committee, the Britannia Arts & Culture Programmer, VPL, and the Community of local East Vancouver artists. We strive to create a space for artists who may not otherwise have access to a gallery setting, community groups looking to showcase artworks, and individuals in the community who are practicing artists to share their works. By creating opportunities with Artists to include artist talks and workshops for further engagement and connection with community. It is funded by the Britannia Community Services Centre Society and operates under their programming principles, vision, and dream.

THE ROLE OF THE CURATOR

We strive to use Arts & Culture as a pathway towards Reconciliation by creating accessible spaces that are safe and welcoming to all. The role of this position includes collaborating with Community Groups, supporting local East Vancouver artists, and integrating art exhibits with site wide programming and workshops.

THE CANDIDATE

We are looking for a creative individual who is connected to the East Vancouver Community and values Britannia's programming principles, and the Britannia Art Gallery's

mission and vision. Focusing on creating opportunities for local artists, supporting installations, art administration, programming artist talks and workshops related to the exhibitions and artists, and promotion of these events. The Curator would work closely with the Britannia Arts & Culture Programmer, the Arts & Culture Committee, and the VPL staff.

RESPONSIBILITIES

Ensuring that the Britannia Art Gallery continues to be relevant as a space to connect, learn and grow. Supporting marginalized voices in the neighbourhood to be a part of the Art Gallery. For example, developing an exhibition for Black History Month that includes a discussion of Black Art and Artist in Canada.

Developing and implementing appropriate application process for artists to show their work in the Gallery including inviting artist submissions, selection, call out and artist care. Where possible helping artists who may need to secure financial support to create and show their work.

Establishing agreements with artists and scheduling art openings, artist talks, gallery related events, and workshops for community.

Overseeing the development of promotional material and digital content documentation for the Britannia Art Gallery Website <https://www.britanniaartgallery.org/>, Instagram posts, information for the Britannia website and seasonal program guide.

Assisting artist installations in the Britannia Art Gallery and working with VPL to schedule programming in the space. As well as the outdoor display cases in the Alcoves as an option for artists and community groups to display artworks.

Hosting the opening reception, documenting the opening, artwork, artists, and exhibition attendance.

Artist care and support. Meeting emerging artists where they are at and supporting their execution of delivering an art show, artists talks and workshops.

Keeping statistics on the Gallery to share with the Britannia Society and VPL.

Attending a monthly Arts Committee meeting on the first Thursday evening of the month 6:00-8:00pm and creating a monthly report for the Britannia Society based on the most recent Art Exhibition for the Committee and Board to review.

Public Programming: liaising with the Community Arts Programmer at Britannia, the Arts & Culture Committee, the Britannia Library, Britannia Schools, the community and local artists and community organizations in the development of an integrative program representative of Britannia as well as the community of Grandview-Woodland and Strathcona.

Maintaining the Britannia Art Gallery resources and all equipment for setting up the program area, in accordance with the 2024 Budget, reviewing and updating processes.

Keeping records of agreements and communication with artists, cheque requests submitted to the Arts Programmer on scheduled dates for reimbursements for events, catering, printing cards, gallery supplies, and artist fees. Biweekly check-ins with Arts Programmer.

Experience or Education with:

Live and/or work in the East Vancouver area.

Experience working in a gallery or arts setting. Curating & organizing art openings an asset.

Education in Visual Arts or related to Fine Arts an asset.

Arts Administration – budgeting, grant writing, outreach, support for artists, and record keeping, monthly reports for Arts Committee.

Graphic design – basic skills to design posters for events and art cards using Canva,

Creating Social media posts for various platforms such as Instagram and updating the website monthly.

Self directed, flexible schedule, work as a team, and individually.

Cultural awareness to create a low barrier and accessible space for local artists.

Priority given to Indigenous, Black, racialized people, People with disabilities, Trans, Two Spirit and LGBTQ, all encouraged to apply.

A selection committee made up of community members, representing marginalized people will make recommendations to the Arts and Culture Committee. Tell us about yourself, why you are interested in the position and how you can be of service to the community in this position. You can also apply by:

Sending a CV and Cover Letter that describes your interest in the position and related experience. Please use this as an opportunity for us to better understand your practices and experience, and how it relates to this position.

An example of a report or review you have written.

Names and contacts of 2 references

Availability to host the Britannia Art Gallery openings on the first Wednesday of the month from 5:30-8:30pm, and to attend Arts & Culture Committee meeting for the first Thursday of the month from 6:00-8:00pm.

For Inquires please email Amanda Lye the Britannia Arts & Culture Programmer
amanda.lye@vancouver.ca

**Please submit by March 28, 2024, to the Britannia Community Services Centre Society
HR Department Administrator Marina Montiel-Mahseredjian**

Marina.Montiel-Mahseredjian@vancouver.ca