

Re: Arts Administrator and Curator Position

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

Priority is given to Indigenous, Black, racialized people, people with disabilities, Trans, Two Spirit and LGBTQ persons. All are encouraged to apply.

Contract: 2 years (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 a 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 practising artists in the community who are looking to share their works. We create opportunities with artists, including artist talks as well as workshops for further engagement and connection with the community. The Gallery 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 and 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 Curator would work closely with the Arts & Culture Programmer, the Arts & Culture Committee, and the VPL staff.

THE CANDIDATE

We are looking for a creative individual who is connected to the East Vancouver community, and values Britannia's programming principles, as well as the Britannia Art Gallery's mission and vision. The candidate will have experience creating opportunities for local artists, supporting installations, art administration, programming artist talks and workshops, and promoting events.

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 (ex. Developing an exhibition for Black History Month that includes a discussion of Black Art and Artists in Canada).
- Developing and implementing appropriate application processes 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.
- Overseeing the development of promotional material and digital content documentation for the Britannia Art Gallery Website (www.britanniaartgallery.org), Instagram posts, the Britannia website, and seasonal program guides.
- Assisting with 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.
- Hosting the opening reception, documenting the opening, artwork, artists, and exhibition attendance.
- Artist care and support, including 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 & Culture Committee meeting and creating a monthly report for the Society based on the most recent art exhibition for the Committee and Board to review.
- Creating public programming, including liaising with the Arts & Culture Programmer, the Arts & Culture Committee, the Britannia Library, Britannia Schools, local artists and community organizations, and the broader community, ensuring that program development is representative of Britannia as well as the communities in Grandview-Woodland and Strathcona.
- Maintaining Britannia Art Gallery resources and all equipment for setting up the program area, in accordance with the 2024 Budget.
- Other tasks include: Keeping records of agreements and communication with artists, submitting cheque requests to the Arts Programmer on scheduled dates for reimbursements for events, catering, printing cards, acquiring gallery supplies, reviewing and updating processes, and biweekly check-ins with the Arts & Culture Programmer.

SKILLS/EXPERIENCE

- Live and/or work in the East Vancouver area.
- Experience working in a gallery or arts settings. Curating and organizing art openings is an asset.
- Education in Visual Arts or related to Fine Arts is an asset.
- Experience with arts administration (budgeting, grant writing, outreach, support for artists, and record keeping).
- Basic graphic design skills to create posters for events and art cards using Canva.
- Experience creating social media posts for various platforms such as Instagram, and managing website updates.
- Ability to be self directed and work as a team, as well as having a flexible schedule.
- Cultural awareness to create a low-barrier and accessible space for local artists.

APPLICATIONS

You can also apply by submitting 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 you can be of service to the community in this position.

Please include:

- An example of a report or review you have written in your submission.
- Names and contacts of two references.
- Whether you are available to host the Britannia Art Gallery openings on the first Wednesday of the month from 5:30-8:30pm, and attend Arts & Culture Committee meetings on the first Thursday of the month from 6:00-8:00pm.

For inquiries about the position, please email Amanda Lye, the Britannia Arts & Culture Programmer, at amanda.lye@vancouver.ca.

Please submit applications by March 28, 2024 to the Britannia HR Department, by emailing Marina Montiel-Mahseredjian, Office Administrator, at marina.montiel-mahseredjian@vancouver.ca.

A selection committee made up of diverse community members will make recommendations to the Arts & Culture Committee.