

The North Vancouver Community Arts Council is a grassroots, social-profit, charitable cultural organization dedicated to maximizing the intrinsic value of the arts in all media. Our mandate is to enable emerging and professional artists in all disciplines, to bridge cultures, and to build strong communities through the arts. We are a vibrant and dynamic organization of over 500 members with a proud history of serving the citizens of the North Shore and artists from throughout Metro Vancouver and beyond.

The Exhibitions Manager is responsible for curating and programming 4 gallery spaces in North Vancouver: CityScape Community Art Space, City Atrium Gallery, District Foyer Gallery, and District Library Gallery. CityScape Community Art Space is a contemporary, interactive gallery that has served the community since 2001. It is dedicated to offering quality programming for the community while giving an opportunity for both emerging and established artists to exhibit and promote their work.

This full time position is a 18-month contract to cover a maternity leave, starting between March 5-12, 2018, ending August 30, 2019.

RESPONSIBILITIES:

- Coordinate, curate, and facilitate the programming of up to 10 themed interactive exhibitions at CityScape Community Art Space during the year. This includes organizing and overseeing all aspects of the jury process, creation and distribution of artist contracts, promotional materials, installation and de-installation of artwork, opening receptions, interactive components for the public, and school tours.
- Programming & installing bi-monthly exhibitions at the District Library Gallery. This includes Saturday opening receptions.
- Programming & installing bi-monthly exhibitions at the District Foyer Gallery.
- Programming quarterly art exhibitions at the City Atrium Gallery. This includes lunch hour artist talks.
- Responsible for creation and distribution of press releases for all four venues.
- Responsible for promotions for all four venues, including oversight of promotional materials.
- Work with colleagues to create a social media plan for all 4 venues.
- Maintenance of all digital and paper files including archival materials, media articles, and ads.
- Assist other team members with the delivery of other organizational projects, programmes & events where required.

QUALIFICATIONS:

- Proven ability to establish and maintain effective professional working relationship with colleagues, volunteers, artists, and community partners
- Demonstrated ability to work independently as well as collaboratively within a team environment.
- Ability to prioritize tasks and meet deadlines.
- Very personable with a healthy sense of humour and a conscientious work ethic.
- Essential to hold a current driver's license and have full access to a reliable vehicle to fulfill responsibilities (car share problematic)
- A related degree or diploma from a college/university/technology institution or 5 years' experience in a related field.
- Experience in a professional or community art setting or gallery curation experience is an asset.

- Will require evening and weekend hours (some Thursday nights, occasional weekends) for exhibition openings and NVCAC events.

SKILLS:

- Creative, resourceful, hands-on and pro-active.
- Superior written and spoken English language skills.
- Excellent interpersonal skills.
- Proficient in Word and Excel: familiarity with Wordpress, and Adobe Creative Suite would be an asset.
- A strong ability to multi-task, evaluate, and manage priorities with a commitment to quality and details.
- Physically capable of installing exhibitions - comfortable on a ladder to hang artwork and adjust lighting.

REMUNERATION: Salary \$21 per hour (37.5 hour work week, no benefits provided with contract, 4% vacation pay at end of contract)

EXTENDED APPLICATION DEADLINE: Sunday, February 18, 2018.

Please submit resume and cover letter to:

Nancy Cottingham Powell, Executive Director, North Vancouver Community Arts Council, 335 Lonsdale Avenue, North Vancouver, BC V7M 2G3 or jointheteam@nvartscouncil.ca . We thank all candidates for their interest, however only those chosen for an interview will be contacted. Applicants must be available for an interview in person.