

HARCOURT HOUSE ARTIST RUN CENTRE

Operated by Where Edmonton Community Artists Network (W.E.C.A.N.) Society
3rd Floor, 10215 – 112 Street NW; Edmonton, AB, Canada, T5K 1M7; www.harcourthouse.ab.ca

Employment Opportunity

EXHIBITION PROGRAMS COORDINATOR/CURATORIAL ASSISTANT

Harcourt House Artist Run Centre in Edmonton is an open, viewer friendly forum for the best in contemporary visual/new media arts, architecture and design. Since its inception in 1988, Harcourt House – operated by professional gallery personnel – has established itself as an important forum for the best in Canadian and international contemporary visual culture. It carries out its mandate by providing programs and exhibitions of the highest caliber in support of the local arts community and Edmonton audience.

Harcourt House Artist Run Centre is accepting applications for the position of **Exhibition Programs Coordinator/Curatorial Assistant**.

POSITION STATUS: Permanent, full time position

LOCATION: Harcourt House Artist Run Centre; Edmonton, Alberta

HOURS: 35 hours per week (Tuesday to Saturday; some evenings/extra time required)

SALARY RANGE: \$32,000 – 38,000 commensurate with educational and professional experience

APPLICATION DEADLINE: Saturday, August 5, 2017

JOB START DATE: August 15, 2017 (or sooner if available)

WEB LINK TO INSTITUTION: www.harcourthouse.ab.ca

Please see the full job description with instructions for applicants here: (electronic link)

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Harcourt House Artist Run Centre is looking to hire an **Exhibition Programs Coordinator/Curatorial Assistant** that will achieve a standard of excellence in overall program development, including exhibition programs, public programs, studio programs, school programs, and community-based projects initiatives that build understanding of art and its practices by engaging visitors of all ages and experience levels, with the goal of growing Harcourt House's audience participation.

The Exhibition Programs Coordinator/Curatorial Assistant will be a collaborative leader who will serve as a professional and passionate advocate for public engagement with art. The position requires an individual who is fuelled by a desire to connect art and people. The position will play a defining role in the Harcourt House's exhibition and educational offerings, connecting Harcourt House with our community through innovative programs that challenge conventions.

JOB DESCRIPTION

Time Required: 35 hours per week Tuesday to Saturday; extra time may be required during the exhibition install, strike, openings, fundraising events, special programs and public events.

Summary: The successful candidate will be reporting to Executive Director and working closely with the Art Education Coordinator, and will play a vital role in the programming of Harcourt House.

Duties (including but not limited to):

- Responsible for all administrative aspects related to exhibitions (generating loan agreements, condition report, first point of contact with the participating artists and guest curators)
- Receives, organizes and prepares exhibition submissions, and corresponds with artists regarding their submissions
- Organizes and administers juries to review submissions for the upcoming exhibition season at Harcourt House

- Prepares contractual agreements between Harcourt House and exhibiting artists, individual and institutional lenders, other visual arts organizations, and the guest curators
- Works with Executive Director and/or guest curator on information packages related to current and upcoming exhibitions for media and general public
- Assists Executive Director with marketing of Harcourt's exhibition projects (creating and distributing electronic announcements to members and media lists, press releases, posting upcoming events onto Harcourt's social media outlets and website)
- Assists Executive Director and/or guest curator in a curatorial process and methodology relative to an exhibition project; conducts research relative to Harcourt's publications and other promotional material relative to a particular exhibition project
- Assists Executive Director and/or guest curator in editing texts for the invitations, critical essays for the exhibition publications, texts for the exhibition didactics and other material pertinent to the exhibition program
- Provides graphic design for the publications, hand-outs, advertisement, and other promotional material relative to the exhibition and education programs
- Maintains contacts with media; maintains files of all media coverage of Harcourt's activities, both printed and electronic (reviews, advertisements, notes, schedule of Harcourt's events, etc.)
- Initiates and maintains file on individual exhibition projects/special events (budget, projected expenditures, insurance requirements, contractual and copyright agreements, invoices, expenditures, and related correspondence)
- Initiates and maintains information files on the artists, guest curators and/or exhibiting visual arts organizations/institutions
- Develop exhibitions, for those projects approved, including research, production, presentation and publication components as applicable
- Installs and dismantles exhibition projects, including unpacking/repacking artworks, artwork condition reports (if required), design and prefabrication of exhibition support system/equipment, photo-documentation of the exhibition for archival and website purposes;
- Arranges for incoming and outgoing transportation of the artworks
- Assists Executive Director and Volunteer Coordinator in preparation for the exhibition openings and other special functions (food, beverages, table arrangements, etc.)
- Coordinates and assists in general "house-cleaning" of the offices, exhibition galleries and storage facilities
- Answers calls and provides information on Harcourt House and its programs and activities
- Assists with other activities/projects/events as required by Executive Director

Minimum Qualifications and Attributes:

- Genuine interest and knowledge in the non-profit sector and in advancing the visual arts and culture of this City
- Arts related degree from a recognized institution (preferably a B.A. in Art History; previous experience in arts management/curatorial assistance is an asset)

- Minimum three years of recent progressively responsible art program administration/design experience in an art gallery and/or other visual arts institution, including all facets of project administration, assistance in research, design, production, installation, and publication
- Maintains a thorough knowledge of contemporary art practices locally, nationally and internationally
- Exceptional research and writing skills
- Maintains knowledge of current practices in the proper handling of artwork and demonstrated ability to design and implement the effective display of works of art
- Demonstrate the ability to communicate effectively both orally and in writing with respect to contemporary artwork for public presentations and other printed materials
- Demonstrates the ability to work with minimal supervision in a team environment, helping to engender a strong sense of team spirit
- Proficiency in windows-based applications for PC and Apple platforms (Outlook, Word, Excel, Access)
- Proficiency in the Adobe Creative Suite (Photoshop, Illustrator, InDesign, Publisher)
- Demonstrates the ability to multi-task, establish priorities, perform under pressure, maintain attention to detail and meet deadlines
- Marketing and social media experience
- Self-motivated and creative

Application Deadline: Saturday, August 5, 2017

Please email cover letter and resume in a single PDF file to:

Jacek Malec, Executive Director
Harcourt House Artist Run Centre
3rd Floor, 10215 – 112 Street NW
Edmonton, AB, T5K 1K7
Email: harcourted@shaw.ca

Applications without a cover letter will not be considered. Harcourt House Artist Run Centre is an equal opportunity employer. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls/emails please.