

HARCOURT HOUSE ARTIST RUN CENTRE

Operated by the 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

Exhibitions and Art Education Administrator

Position Status: Permanent, full-time

Location: Harcourt House Artist Run Centre, Edmonton, Alberta

Hours: 35 hours per week (Monday to Friday, with alternating Saturdays and a day off in lieu; evenings and extra hours required during exhibition installations and dismantling, openings, special events, and fundraisers)

Salary Range: \$34,000 – \$38,000 (commensurate with education and experience)

Application Deadline: Thursday, December 10, 2026, at 5:00 pm (Mountain Standard Time)

Start Date: February 1, 2027, or sooner, if available

About Harcourt House

Since 1988, Harcourt House Artist Run Centre has been an open, viewer-friendly forum for contemporary visual and media arts, architecture, and design. Operated by professional gallery personnel, Harcourt House has become a vital platform for both Canadian and international contemporary visual culture. Our mandate is to support local artists and audiences by providing exhibitions and programs of the highest caliber.

Position Overview

Harcourt House Artist Run Centre in Edmonton is seeking a dynamic and creative **Exhibitions and Art Education Administrator** to lead the development and delivery of innovative exhibitions, educational initiatives, and community engagement programs. This opportunity is open to Canadian citizens and individuals with permanent resident status in Canada, and valid work permit holders who are legally authorized to work in Canada. The successful candidate will play a key role in expanding Harcourt House's reach by fostering meaningful connections between contemporary art and the public and engaging visitors of all ages, backgrounds, and experiences. The ideal candidate is a collaborative leader, passionate advocate for the arts, and creative organizer who thrives on connecting people with contemporary art. Reporting to the Executive Director/Chief Curator of Harcourt House Artist Run Centre, the Exhibitions and Art Education Administrator will work closely with the Chair of Art Education and the Facility & Financial Administrator to support the organization's exhibitions, educational programming, and community engagement initiatives.

Key Responsibilities

Exhibitions, Marketing & Communications

- Manage all administrative aspects of exhibitions (loan agreements, condition reports, artist/curator correspondence).
- Organize submissions and juries for upcoming exhibition seasons.
- Prepare contracts with artists, curators, lenders, and partner organizations.

- Assist in curatorial development, research, and editing of exhibition texts, didactics, and publications.
- Develop graphic design and promotional materials (invitations, publications, social media, press releases).
- Maintain media contacts and track coverage of Harcourt House activities.
- Coordinate budgets, insurance, copyright, and documentation for exhibition projects.
- Manage transportation, installation, and dismantling of exhibitions, including artwork handling, condition reporting, and photo documentation.
- Handle volunteer training and supervise volunteer work related to exhibition installation/dismantling, marketing initiatives, and setup of special events.
- Support opening receptions and special events.
- Provide visitor information and general assistance as needed.

Art Education & Public Programs

- Collaborate with the Chair of Art Education, Executive Director/Chief Curator, and Facility & Financial Administrator to develop and implement workshops, art education and public programs, and community events.
- Create and oversee curricula, budgets, and schedules for education programs.
- Coordinate relationships with facilitators, educators, and participants.
- Develop and distribute promotional and educational materials.
- Respond to public and media inquiries about education programs.

Qualifications & Attributes

- Genuine interest in advancing Edmonton's visual arts and cultural sector.
- Arts-related degree (preferably B.A. in Art History or related field); experience in arts administration/curatorial assistance is an asset.
- Minimum 3 years' recent experience in program or exhibition administration in a gallery or visual arts institution.
- Strong knowledge of contemporary art practices locally, nationally, and internationally.
- Excellent research, writing, and public communication skills.
- Demonstrated experience with proper artwork handling, display, prefabrication, and exhibition installation.
- Ability to work independently and collaboratively in a team environment.
- Proficiency with:
 - Windows (Outlook, Word, Excel) and Apple platforms
 - Web-based applications (WordPress, Mailchimp, Zeffy)
 - Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Canva.
- Strong organizational skills with the ability to multitask, prioritize, and meet deadlines under pressure.
- Experience in marketing, communications, and social media.
- Self-motivated, detail-oriented, and creative problem solver.

How to Apply

Please submit a single PDF including:

- Cover letter
- Resume
- Minimum of three professional reference letters

Send applications to:

Jacek Malec, Executive Director
Harcourt House Artist Run Centre
3rd Floor, 10215 – 112 Street NW
Edmonton, AB T5K 1M7

Email: director@harcourthouse.ab.ca

Applications **without a cover letter and references will not be considered.**

Harcourt House Artist Run Centre is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. **No phone calls or follow-up emails, please.**