



WOODLAND
CULTURAL CENTRE

MUSEUM/ART CURATOR

JOB POSTING

WOODLAND CULTURAL CENTRE:

The Centre shall be a leader in the revitalization of First Nations of Eastern Woodland area culture, language, and spirituality, and shall have as its aims and objectives the preservation, accurate documentation, education and promotion of the values, practices, language, National Treasures and articles of both the past and contemporary First Nations of the Eastern Woodland areas peoples. Youth, Elders, students, scholars and people of both the Anishinaabek and Onkwehon:we can research, reaffirm, celebrate, learn, display and discuss their culture, language, history, art and values.

SUMMARY DESCRIPTION:

Under the direction of the Executive Director, the Museum & Arts Curator assumes the responsibilities for managing, developing, maintaining and overseeing all aspects of the Museum and Art Gallery for the Woodland Cultural Centre. This includes: research and development of exhibitions, overseeing the collections management and acquisitions, publications and critical writing, artist relations, grant preparation, budget preparation and donor relations, public programming, exhibit production, public/community engagement and advocacy and awareness about the place of the WCC in the larger museum and gallery context nationally. The candidate will lead a team of staff, and report to the Executive Director and the Board of Directors.

OVERVIEW OF RESPONSIBILITIES:

The Museum/Art Curator is responsible for the development, implementation, and management of the Museum and Art Gallery initiatives which supports the WCC as a leader in the field of Indigenous material culture education and programming (including exhibitions, critical writing, artistic events and performances) both local for WCC support communities and nationally.

1. Oversees the management of day to day operations of the Museum and Art Gallery.
2. Recommends and develops work objectives, policies, projects, and special initiatives related to the Museum and Art Gallery.
3. Creates, develops and coordinates artistic and historic exhibitions/permanent galleries and public programming at Woodland Cultural Centre and with other partner institutions.
4. Researches and creates plans for executing museum exhibits, interpretation, and other supporting content.
5. Recruits, supervises, trains, and mentors staff for the Museum and Art Gallery.
6. Maintains the professional policies and procedures necessary to meet provincial and regional standards for Museum and Art Galleries in Ontario and Canada.
7. Ensures the proper development, storage, and preservation of the Museum and Art collections.
8. Identifies key contacts and organizations which could assist the Centre in meeting cultural and special interest programming objectives.
9. Attending events and special programming outside of the centre to grow relationships and networks with provincial and national museums, museum organizations, art galleries and cultural centres.
10. Hires artists and negotiates contract conditions for artists.

11. Develops fundraising proposals, grants and researches and develops funding opportunities for the Museum and Art Gallery.
12. Manages finances for the Museum and Gallery including creation of budgets, tracking expenses and revenues, and financial reports.
13. Works with the Marketing Coordinator to create engaging marketing, media, social media and community engagement campaigns for Museum and Art Gallery exhibits and events.

OVERVIEW OF REQUIRED SKILLS AND KNOWLEDGE:

The Museum/Art Curator shall have:

1. Degree in Museum Studies/History/Visual Arts, or a related discipline, with a minimum of 5 years experience at the Director/Curator level.
2. A dedication and interest in contemporary Indigenous art and the preservation of history, and ideally a knowledge/understanding of the Indigenous Civilizations of the Eastern Woodland including their history, geography, cultural practices and language.
3. Proven ability to manage multiple assignments effectively, problem solve and set priorities in an environment with multiple competing deadlines.
4. A history of solid fiscal management, and be well versed in the creation of annual budgets, capital budgets and budget tracking.
5. A curatorial track record of solid collections management, acquisition, research, publications, interpretation and exhibition creation, fabrication and installation.
6. An in-depth knowledge of curatorial and educational programming.
7. A working knowledge of Museum methods and techniques, such as those relating to the identification and cataloguing of objects
8. High degree of professionalism with outstanding ability to work effectively and efficiently with colleagues at all levels of management.
9. Have experience in strategic planning, forecasting and financial management, fundraising/grant writing, and working with non-profit board.

All applicants for this position should submit a cover letter, a current CV or Resume, and three references and two sample of published writing.

Preference will be given to applicants of Indigenous heritage.

Closing Date: Friday June 26th 2019

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2

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(519) 759-2650
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Note: Only those selected for an interview will be contacted.