

**City of Kenora
Lake of the Woods Museum
ART CENTRE CURATOR**

Kenora is a City of choice, renowned as a sustainable, lifestyle community supported by a Municipality committed to excellence.

The employees of the City of Kenora deliver quality, cost-effective Municipal services. As a team of valued employees, taking pride and ownership in all that we do, we will exceed expectations. Under the supervision of the Lake of the Woods Museum Director, the Art Centre Curator will be part of the dynamic Museum/Art Centre staff supporting the vision to create cultural spaces that engage, educate, and entertain community members and the visiting public.

Primary Responsibilities

- Exhibit development which will include curation; managing artist contracts, art calls, juries, shipping, installation, collaborative partnerships, record-keeping; and the development of interpretive materials
- Collections management by ensuring professional standards are met regarding the development, management and preservation of the collection.
- Administrative work related to budget development and operational plans, funding applications, and facility management.
- Marketing done in conjunction with the staff responsible for Community Engagement.
- Research as related to collections management, exhibits and programming.
- Shared operational responsibilities that include reception, gift shop sales, receptions, events, rentals, general office duties.
- Build and nurture relationships and partnerships with key agencies, communities, and individuals.

Qualifications

- Bachelor or Master's degree in related field such as Art History, Fine Arts, Cultural Management, Museum Studies, etc. or equivalent experience working in an arts institution.
- Minimum of three (3) years curatorial experience or relevant management experience in a cultural, research or arts education setting.
- Working knowledge and experience of professional gallery and collections management standards and a willingness and interest to remain current with emerging trends.
- Experience with project management skills and close attention to detail.
- Experience in the practical operations of exhibit installation with knowledge of the correct methods of handling and moving art objects.
- Proven record demonstrating the ability to work independently but also as part of any number of creative teams to achieve short- and long-term goals and objectives.
- Ability to conduct accurate, in-depth research. Grant-Writing experience would be considered an asset.
- Excellent oral and written communication skills.
- Competent computer, social media and website skills. Graphic design and photography skills are an asset.
- Excellent interpersonal skills, including an appreciation for the need for confidentiality, tact, and discretion and also a genuine interest, demonstrated skill and excitement in working with the public.

- Physical ability to perform the duties of the position.
- Innovative thinking skills with the ability to solve problems quickly and effectively.
- Ability to work weekends and occasional evenings.

Other Information:

Our staff members are good at what they do – it's just that simple. It's part of what makes the Lake of the Woods Museum a multi-award winning institution and it is what will make the new Art Centre a wonderful cultural asset for Kenora. Our staff members are critical to our success. We offer a dynamic, innovative and challenging culture that encourages individual excellence and creative teamwork. If you have a passion for art, and are looking for a positive and motivated workplace, we want to hear from you!

Deadline: Thursday, August 16, 2018 by 12:00 noon.

All applicants must be able to pass a City of Kenora pre-employment health evaluation and a criminal reference check. Qualified applicants must forward a completed City of Kenora Application form, which can be found at www.kenora.ca or be picked up from reception at City Hall, along with a cover letter, and current resume to:

Human Resources | City of Kenora
1 Main Street South, Kenora, ON, P9N 3X2
Fax: 807-467-2150 | Email: hr@kenora.ca

The City of Kenora is an Equal Opportunity Employer.

Only those that have submitted the full required documentation will be considered for an interview.

The cover letter must provide concrete examples that illustrate how they meet the education and experience factors listed.

Please be advised, the City of Kenora may use email to communicate with the applicants for open job competitions. Please provide an up-to-date email, which is checked regularly, with your application.

We wish to thank all applicants for their interest, however, only those selected for an interview will be contacted.

Accommodations are available for all parts of the recruitment process.

Applicants need to make their needs known in advance.

Personal information is collected under the authority of the Municipal Act, and is used solely for the purpose of determining the eligibility for employment with the City of Kenora.