

Job Description & Duties

Part Time Curator – Kent Farndale Gallery

The Scugog Memorial Public Library Board's mission for the Kent Farndale Gallery is to enrich the lives of the residents of Scugog by introducing them to a broad spectrum of work from fine artists and artisans.

Key skills:

- Excellent written and interpersonal communication skills
- Ability to organise, present and communicate messages effectively
- Comfortable communicating using computers & email
- Excellent project management and organisational skills
- Cooperative and comfortable working with limited resources
- Background in art, art history, arts administration or event/exhibition management

Volunteer Art Gallery Curator Duties:

- Advertise as needed with 'Call for Applications' to encourage artists to apply to gallery
- Review any applications from artists to exhibit in the gallery and make selections
- Respond to unsuccessful applications to thank them for their interest in exhibiting
- Investigate additional exhibits or artists that might have value to the community and invite them to apply
- Contact prospective artists to negotiate dates & draw up contracts for each show
- Communicate with artists on an ongoing basis to ensure any questions or concerns are addressed; send out gallery layout dimensions to assist them in planning
- Create press release for show and send out to all local and regional news sources (print, digital, radio, television) 2-3 weeks before the show opening
- Create signage and social media/web ads for each show; send out email to listserv 1-2 weeks in advance of opening
- Confirm any final details with artist a week prior to show and remind them of dates and times
- Be present in the gallery for artist on the day of tear down and set up, to ensure that any purchased pieces from the outgoing show are set aside and that the artist from the incoming show has turned in a signed contract, postdated cheque and price list
- Be present in the gallery on the day of an opening to assist artist in preparing gallery and refreshments and to handle any press enquiries

Additional Annual Duties Relating to the Kent Farndale Bursary for the Arts:

- Advertise in spring of each year to confirm that applications for the Bursary are being sought and to specify the deadline
- Receive bursary applications and set up date with Library Board's ad hoc Bursary Selection Committee to review and score applications
- Contact the selected winner to notify them and discuss their availability for the award presentation/reception

- Contact Kent Farndale to discuss her availability for the award presentation/reception and decide on the date
- Respond to unsuccessful applications to thank them for their interest
- Write a letter to the Rotary Club of Port Perry to notify them of the bursary winner and date of the reception and encourage them to continue their annual contribution to the Bursary
- Create an invitation and ensure that it is sent to Mayor & Council and the Library Board
- Create press release for announcement of the winner and the date of the reception and send out to all local and regional news sources (print, digital, radio, television)
- Confirm details of reception as needed with Kent and bursary recipient
- Order refreshments for the event and, day of the event, prepare the Rotary Room in advance and oversee the reception

Availability:

- The Curator would be able to do the majority of his/her work from home via computer or phone but would need to be available in person for the following dates: set up/tear down (one Friday per month), exhibit openings (one Saturday per month), and the annual Bursary Reception (one evening per year, usually in June or July).