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Artspeak,

233 Carrall Street  
Vancouver, BC V6B 2J2  
Canada

Schedule A  
Director/Curator Job Description

Areas of Responsibility

Reporting to the Board of Directors, the Director/Curator assumes responsibility in the areas of Artspeak's programming and publications, operations, administration and finances, staff supervision, and public interface.

Tasks

Programming and Publications

- Curates all Artspeak artistic programming, and/or works with guest curators, artists and writers.
- Works closely with artists in the development of exhibitions, including shipping, travel, insurance and equipment needs.
- Conceives of and edits Artspeak publications.
- Works closely with artists and writers, designers and printers in the development of publications, including editorial, layout, fabrication, and shipping needs.
- Challenges established formats of presentation and support for visual art and writing.

## Tasks (cont.)

### Operations

- Oversees Artspeak's organizational planning and day-to-day operations.
- Assists the Board of Directors in reviewing policy, operational planning, and organizational development.
- Works with the Board to coordinate Board of Directors meetings, Annual General Meetings, retreats, and board recruitment.

### Administration and Finances

- Creates and administers the annual budget; keeps accurate books; works with an accountant and auditor in the preparation of monthly and yearly statements of revenues and expenditures.
- Ensures the operation of the gallery through successful grant applications from municipal, provincial, and federal governments, as well as foundations and other private sources.
- Assists the Board of Directors in implementing fundraising campaigns.

### Staff Supervision

- Manages and works closely with Artspeak staff, interns, volunteers, arts workers, and contractors; oversees hiring, training, and mentorship.

### Public Interface

- Expresses high cultural competency and a dedication to fostering a strong sense of community.
- Maintains strong relationships with public and private partners.
- Periodically assesses Artspeak's visual identity.

### Vacations

One month paid vacation during the summer period when the gallery is closed in August. An additional 14 days holiday time will be granted during the December/January holiday period. Paid statutory holidays.

### Professional Practice

Given the principles of support of the professional practice of artist-run centre staff, Artspeak shall endeavour to be flexible to allow for the continuation of professional practice. This shall be determined in consultation with the Board of Directors. Travel costs as the budget allows.