



Job Description

Job title	<i>Curatorial Assistant</i>
Reports to	<i>Curator</i>

Job purpose

Reporting to the Curator, the Curatorial Assistant, will support the Woodland Cultural Centre's goal to provoke conversation through our exhibitions and multi-disciplinary programs through an Indigenous perspective. This is an opportunity for an emerging curator/programmer. The curatorial assistant will gain valuable and hands-on experience in many aspects of program development and execution, which contributes positively to one's professional development. Mentorship is at the heart of this program. The Curatorial Assistant will have the opportunity to work closely with artists and the curator to develop an exhibition and conduct research around potential programs to accompany the exhibitions. The Curatorial Assistant will work within the policies and procedures established by the Woodland Cultural Centre.

Duties and responsibilities

- Works closely with the Curator as well as participating artists to develop exhibitions throughout 2022-2024,
- Works with the community and artists to develop community engagement exhibitions and multi-disciplinary programming.
- Participates in all phases of public programming and exhibition, including research invitations to the speaker(s)
- Develops layout and supports exhibition designs in collaboration with the Curator and Artists.
- Leads several public programs
- Writes promotional texts and didactics
- Promotes programs to Woodland's support communities.
- Other related duties as assigned

Qualifications

- Bachelor's degree in art history, art education, museum education, or a related discipline (e.g. cultural studies, education, etc.)
- Familiarity with visual art is required; knowledge of Indigenous art
- Effective communication skills (written and oral)
- Experience with research, writing, copy-editing, proofreading; excellent research skills with a high level of critical/logical and creative/innovative thinking is desirable
- An energetic, self-motivated, results-oriented attitude
- A strong work ethic and the ability to work independently

Working conditions

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

Direct reports

Curator

Approved by:	<i>Janis Monture, Executive Director</i>
Date approved:	<i>2022-04-07</i>
Reviewed:	