

Job title	<i>Programming and Curatorial Assistant</i>
Reports to	<i>Director/Curator</i>

Job purpose

The Programming and Curatorial Assistant plans and delivers public programming that animates the Museum’s mission. This position develops, initiates, and executes educational offerings and art-museum related special events that aim to increase community audience, members, and friends of the Museum. In addition, the position provides collections management and exhibitions support to the Director/Curator.

Duties and responsibilities

The Programming and Curatorial Assistant is responsible for:

- Establishing a yearly education plan for the Museum
- Research, development and delivery of learning programs
- Initiating ancillary programs, activities, and events
- Monitoring and tracking environmental controls
- Maintaining collection records including PastPerfect data entry
- Assisting and supporting the research, development, and installation of exhibitions
- Ensuring that programming is integrated into museum planning and scheduling
- Designing and circulating eblasts through MailChimp
- Designing print materials including brochures and rack cards
- Performs other duties and projects as assigned

Qualifications

- Post-Secondary education with degrees/certificates in art, education, art history and/or event management
- Communication skills: writing, speaking, media presentations, social media
- Computer skills: pc/mac, hardware and software
- Social animation and teaching skills, such as acting, exposition, narrative
- Strong ability to work with others, encourage and motivate others
- Experience in art gallery/art museum programming
- Experience in teaching, especially art history, art
- Experience working as an “animateur” in art museum an asset

Working conditions

This position is normally conducted according to a daily Museum schedule, but flexibility is necessary, as some hours at night or weekends may be required.

Physical requirements

The physical demands of this position are light. The Administrator may be required to lift up to 20 lbs. Tasks might include carrying art works, moving boxes and occasionally furniture, with assistance.

Direct reports

Volunteers, part-time contract staff, student employees report to this position and through this position to the Director/Curator.

Approved by:	
Date approved:	
Reviewed:	

This job description should be reviewed annually and updated as often as necessary.