

VISUAL ARTS MANAGER



Length of employment:	Full time, 1-year contract
Hours:	35 hours per week with flexibility to work weekends and evenings as needed
Contract Duration:	January 25, 2021 – February 18, 2021
Salary:	\$55,000 per year

Organization Description:

The Evergreen Cultural Centre Society is a registered not-for-profit organization whose mandate is to provide cultural services in visual and performing arts to the Tri-Cities regional district. Our mission is to be recognized as the choice cultural destination in our community by providing engaging and quality entertainment, exhibitions and art programs in a welcoming environment. We envision being a centre for excellence in diverse artistic endeavours, locally treasured, and widely respected. The Evergreen Cultural Centre presents a variety of arts programs including professional theatre, dance and music presentations, art exhibitions, arts education programs, and public programs for both children and adults, including arts camps. The Centre houses a 257-seat, flexible black box theatre and a 1,500 square foot public art gallery. The Rehearsal Studio and several art or meeting studios provide an additional 5,000 square feet of space for Evergreen's classes, workshops and rentals while the glassed-in Lobby offers a spectacular view of Lafarge Lake.

The Art Gallery at Evergreen (AGE) engages visitors through curated exhibitions, activated by public programs and dynamic school workshops. The AGE focuses on contemporary art and ideas explored by professional artists working in all mediums. We believe that art is integral to the fabric of daily life and seek opportunities to connect people with artists and the creative process.

Website: www.evergreenculturalcentre.ca/exhibit

Job description:

The Evergreen Cultural Centre (ECC) seeks an interim Visual Arts Manager to oversee the Centre's dynamic and multi-faceted Visual Arts Department. Working in collaboration with the management team and reporting to the General Arts Manager, the Visual Arts Manager is accountable for the planning, delivery and evaluation of visual arts programming.

The Visual Arts Manager will implement the established vision and strategic plan for 2021, executing an ongoing program of contemporary art activities, including gallery exhibitions, public programs, digital initiatives, and other projects that advance Evergreen Cultural Centre's mission. This position is also responsible for educational programming in the Visual Arts and manages a team of four staff who work in the gallery and on school programs. This is a hands-on position that involves a wide range of duties to successfully deliver services to the Tri-Cities and Lower Mainland.

Responsibilities:

- Project management of all visual arts programs
- Supervise and manage department staff

- Coordinate and curate the Art Gallery at Evergreen exhibition program, including in-house and touring exhibitions, public programs and other special projects
- Implement exhibition plans from concept through to realization, including planning, working and corresponding with artists and any guest writers/guest curators, interpretation, and installation and strike
- Communicate departmental plans to staff, funders, and other stakeholders
- Develop interpretive and online materials as entry points into the exhibitions
- Manage assigned program budgets, resource allocation and deliverables
- Foster and maintain excellent working relationships with artists, donors, dealers, local community members, and other stakeholders
- Interact with potential sponsors and assist with fundraising as appropriate, with a focus on grant writing for the Art Gallery at Evergreen
- Work closely with the Visual Arts Education Coordinator to develop and deliver school programs
- Maintaining safety protocols for the gallery

Qualifications:

- 3 – 5 years of progressive experience in the delivery of curatorial programming and project management including experience managing direct reports
- Post-secondary education in art or art history, museum or curatorial studies or related field, or equivalent combination of education, training, and experience
- Experience with public and educational gallery programs is a major asset
- Strong multidisciplinary visual arts background including experience working with artists
- Solid administration skills with an understanding of budgeting, promotion and production
- Exceptional organizational and project management skills
- Excellent communication and interpersonal skills
- A commitment to mentorship and creating a healthy work environment structured around commitment to excellence, responsible governance, and communal care
- A meaningful understanding and genuine commitment to diversity, inclusion, anti-racism and equity

The candidate must be prepared to obtain a valid criminal record check.

Apply:

Please send your resume, including cover letter by **Friday, November 29, 2020** to:

Contact: Philip Hartwick, Executive Director
Email: philip@evergreenculturalcentre.ca
Address: Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam, BC V3B 7Y3
Deadline to apply: November 29, 2020

Only those applicants selected for interviews will be contacted. No telephone calls please.