

ASSISTANT CURATOR

The Bill Reid Gallery of Northwest Coast Art celebrates the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and the presentation of exceptional contemporary art. We respectfully acknowledge the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh), and all the Indigenous peoples of the Northwest Coast, on whose traditional and unceded territories we live and work.

The Gallery plays an important role in sharing Northwest Coast contemporary art, culture, Indigenous ways of knowing and contemporary issues through an active exhibition program, K-12 education programs, and special events and workshops. The Gallery is a registered charitable organization based in downtown Vancouver.

Job description

The Gallery is seeking an Assistant Curator to play an active role in developing program content and presenting Indigenous arts and culture from Indigenous perspectives. In collaboration with the Curator, the Assistant Curator will plan and facilitate exhibitions and public programs and develop community relationships that help further the Gallery's mission.

Specific duties include:

Exhibitions

- Works with Curator, artists, and external curators on exhibition development and design. Assists with exhibit installation and deinstallation as required.
- Assists Curator with research and development of didactic materials
- Participates in planning of exhibition schedule, and acts as lead Curator for some exhibitions
- Prepares loan forms and procures visual images and credits
- Coordinates touring exhibitions, including preparation of contracts and coordinating shipping
- Responds to public or institutional requests for exhibition images and other general inquiries
- Provides support for grant proposals and reports, and other fundraising initiatives as needed

Public Programming

- Collaborates with the Curator and Education Programmer on public program schedule that furthers mission and enhances exhibitions on view
- Regularly delivers exhibition tours for scheduled groups
- Under direction of the Curator, undertakes planning and logistics for artist-led workshops and other programs
- Seeks input from community members to develop or enhance public programs
- Initiates and maintains community relationships and program partnerships
- Participates in special events as required

Collections Management

- With Curator or Director and CEO, meets with donors and collectors in the community
- Participates in process for accessioning new materials
- Documents acquisitions and enters them into collections database for internal and external use

Qualifications

- Post-secondary degree in visual arts, curatorial studies, museum studies or related discipline, or equivalent of experience and formal training. Community-based training and Indigenous studies an asset.
- 2-3 years of recent experience in gallery or museum setting
- Extensive knowledge of Indigenous artistic practices in Canada, and trends in curatorial practice
- Demonstrated experience with curating and executing visual arts exhibitions
- Demonstrated experience working with Indigenous artists, Elders, and community
- Strong knowledge of fine art handling and shipping
- Excellent written and verbal communication skills, and ability to manage competing deadlines and overlapping projects
- Ability to lift up to 50 lbs
- Indigenous language an asset

The Indigenous Assistant Curator will work 4 days per week, with additional hours for Gallery programs and events as required. The Assistant Curator is able to have a hybrid work model that combines remote work with office time based on program needs. Annual salary is \$48,000 based on experience and qualifications. The Bill Reid Gallery actively supports a healthy workplace, and offers flexible schedules, statutory holiday substitutions, cultural leave, and other health and cultural safety measures. The successful candidate will be eligible for enrolment in a group benefits plan.

The Bill Reid Gallery of Northwest Coast Art is proud to have a dynamic and diverse team of Indigenous and non-Indigenous staff and Board. We strive to be a safe space where all voices are heard and valued and work towards accessibility, anti-racism, LGBTQ2S+ inclusion and encourage diversity in our staff team. Please note that this posting is specifically for Indigenous candidates. The Bill Reid Gallery is committed to providing equitable access to everyone. Should you require any accommodations in the application process, please contact aboubard@billreidgallery.ca.

Please forward applications by email only to **aboubard@billreidgallery.ca**. Please include your **resume and a cover letter**.

Applications will be accepted until September 8, 2025

We thank all applicants for their interest, however, only those selected for an interview will be contacted.