



HUMAN RESOURCES DEPARTMENT

City of Burlington

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Curator and Exhibitions Director Burlington City Arts

POSTING DATE: March 14, 2016
RATE OF PAY: \$50,185/year
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open until filled
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 18

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible contextualizing the role and evolving nature of contemporary art for our community and BCA staff, and for selection, installation, and interpretation of exhibitions and artwork displayed in the BCA Center, and to disseminate an appreciation and understanding of contemporary art in Vermont.

Essential Job Functions:

- Lead the research, curation and presentation of a dynamic, inspiring program of exhibitions that cements BCA as a leader in Contemporary Art exhibitions
- Remain informed about developments in the Contemporary Art world especially as they apply to BCA's programming and objectives
- Manage Artist-in-Residence programs including application creation/receiving and artist/jury communication
- Review and respond to artist submissions in a timely manner as well as actively seek out submissions by interesting artists
- Determine themes for exhibition.
- Plan, arrange, and install pieces throughout the gallery in preparation of the exhibition.
- Manage financial planning, operations, communications, and staffing resources for the Exhibitions Team to achieve high cultural, educational, and financial outcomes for the exhibitions program
- Coordinate with the Communications Director on all public relations materials including collecting information for and reviewing press releases.
- Greet and serve as host to artists and visitors of the gallery at all times.
- Assist with recruiting, training and supervision of gallery fellows and installation volunteers
- Hire, train, and supervise gallery staff.
- Serve as a resource to gallery visitors, businesses, community members, and Vermont-based artists.
- Perform lectures, critiques, and give tours to special groups on behalf of the gallery.
- Work closely with peers throughout BCA to ensure the integration of curatorial activities with BCA's other programs, services, and other initiatives, especially as it pertains to marketing, branding, education, and programming at BCA.
- Represent BCA at high level public, media, and government forums, and contribute to the field through the high level presentation of lectures, talks, interviews, and publications
- Write grant narratives and assist development department in fundraising as required.
- Lead, manage, and inspire the entire exhibitions team fostering an environment conducive to initiatives that are collaborative, unfamiliar, different, and divergent from business as usual mentalities.
- Nurture relationships with gallery sponsors.
- Develop and foster a network of contacts with regional, national, and international cultural institutions, artists, and lenders, and build strong and effective relationships with internal and external stakeholders.
- As a member of BCA's executive team, be a significant influencer of BCA's strategic direction and provide a high level of analysis and input toward the overall plans for BCA.
- Work closely with BCA's board, government, industry stakeholders, and partners to strengthen BCA's profile regionally, nationally, and internationally including identifying potential opportunities for fundraising.

Non-Essential Functions

- Participate in other arts-related activities as assigned by Executive Director.

Qualifications/Basic Job Requirements:

- Bachelor's degree required, Master's degree preferred. Additionally, a minimum of 2 years experience in

an arts management related positions.

- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Ability to identify aesthetic characteristics and thematic concepts for all shows and exhibits with an eye towards artistic/conceptual merit, craft, contemporary relevance, salability, and potential intellectual enlightenment of the local audience.
- Ability to discuss art and artists for all exhibits planned and present.
- Ability to create comfort around complex artwork with all ages and a sensitivity to Burlington's diverse population and scale
- Strong communication skills, both oral and written, required.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to complete installation of exhibited artwork, including, but not limited to lifting, use of a ladder, and use of a drill, other power and manual tools, etc.
- Ability to interact with customers, artists, community members and leaders in a professional and courteous manner required.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software preferred.
- Knowledge of art world and contemporary artists
- Experience with fundraising preferred. Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work weekends and evenings.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or Vermont Relay: 7-1-1 or 800-253-0191

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.