



Job Posting

Exhibitions Manager

Full-time

35 hours/week

Annual salary range: \$50,000 – \$54,000

Do you have a strong curatorial eye, attention to detail and a passion for the arts?
Join our team and **make arts thrive** in Port Moody.

Organization Description:

Established in 1998, PoMoArts, the Port Moody Arts Centre, is a not-for-profit organization that creates art experiences to engage, challenge, and awaken opportunities for connection. We provide art education, exhibitions, and community art experiences in the City of the Arts with various partners and artists each year. We are a busy Arts Centre that builds community through art and are looking to grow our collaborative team.

Job Overview & Candidate Profile:

Reporting to the Executive Director, the Exhibitions Manager is responsible for all aspects of our art exhibitions and experiences program including designing an artistic direction, curating exhibitions (including install and take-down), planning opening receptions, creating participatory art experiences, tracking metrics, and collaborating with team members on programs, exhibitions, events, and other activities for the Arts Centre. This position is active in the artist community and builds positive long-term relationships for the Arts Centre.

Exhibition Administration:

- Plan, document, maintain, and manage group and solo-exhibitions, an annual winter market, and art experiences in and outside of the Arts Centre in up to 6 exhibition periods annually
- Report on metrics, budget management, and provide regular updates to leadership
- Prepare and share curatorial, artist and exhibitions knowledge
- Provide approved content for marketing and promotions
- Managing all exhibitions, art experiences, and associated events, start to finish
- Participate in the recruitment panel for the annual Kwi Am Choi Scholarship recipients and Ceramic Artist in Residence
- Coordinate volunteers to support art exhibitions and experiences for the Arts Centre
- Manage a summer assistant position, or other related positions, who will support your work from time to time
- Any other tasks that may be reasonably required of this position

Partnership & Relationship Development:

- Actively seek and maintain positive relationships in the artist community, initiating and maintaining partnerships for the Arts Centre
- Work with other arts organizations, or affiliates, to create collaborative opportunities
- Explore and participate in the arts community in Port Moody and beyond

Required Qualifications & Experience:

- University graduate with a major in Fine Arts (BFA preferred), including art history and/or business administration, or equivalent combination of training or experience
- Experience in an art gallery, including building an artistic direction, developing a curatorial practice, and leading administrative operations of art exhibitions and associated events
- Superior interpersonal skills for working collaboratively with all member of the staff team, supervising volunteers, working with artists, and demonstrating excellent customer service to the public
- Excellent organization and project management skills with the ability to set schedules, work to deadlines, project manage, and meet budget requirements
- Ability to think creatively with high attention to detail
- Strong written and oral communication skills in English
- Strong computer literacy with specific experience in MS Office Suite (Excel, Word, PowerPoint)
- Ability to work evenings and weekends, as required

Assets:

- Experience with XplorRec registration system
- Event planning, implementation and evaluation experiences
- Speaking with the media
- Knowledge of and experience with non-profit societies
- Verbal and written skills in a second language, particularly French, Mandarin, Cantonese, Korean, Farsi

How to Apply

Please submit your application to jobs@pomoarts.ca , according to the following guidelines:

- PDF format of your COVER LETTER and RESUME (in one combined or two separate documents)
- Please use “Application: Exhibitions Manager” as the subject of your email
- **Application Deadline: September 30, 2024**

PoMoArts is an equal opportunity employer. We welcome applications from qualified individuals from diverse backgrounds, and do not discriminate on the basis of gender, gender identity, race, ethnicity, age, sexual orientation, or (dis)ability.

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

Visit pomoarts.ca for more details.