

May 7, 2015

# Job Posting

## Curator, Projects and Residencies

Full-Time (35 hours per week)

Job Start: June 15, 2015

Remuneration: \$40,000 annual salary, plus benefits

Primary Job Location: 221 E Georgia St., Vancouver, British Columbia

221A is a non-profit, artist-run organization located in Vancouver, Canada with a mandate to explore the role of design in the shaping of societies. 221A generates meaningful public dialogue around design and its social effects through collaborating with contemporary artists to present talks, exhibitions, publications and special projects that work beyond existing modes of cultural production.

221A is seeking applications for employment in the role of Curator, Projects and Residencies, working with the Director to research, plan and coordinate curatorial initiatives. Working through periods of intensity as projects develop, both indoors and outdoors, the candidate must be highly adept at understanding and implementing collaborative organizational practices as part of a wider artistic and theoretical pursuit.

### Main Duties

Duties of the Curator, Projects and Residencies include curatorial research, selection and development, management of curatorial residents, grant writing, production scheduling, project budgeting, project billing and payments, technical coordination, administering loan agreements and contracts, shipping logistics, writing/editing, arranging accommodations and hospitality, orienting artists and participants and volunteer coordination.

The ideal candidate will be collaborative, flexible, adaptable and committed to the mission and mandate of 221A. We are looking for someone who is excited by the opportunity to be part of a growing cultural organization, and who thrives in a fast-paced environment. The most important skill will be your ability to shift and adapt in a deeply supportive and collaborative environment.

### Ideal Qualifications

- **Education:** Masters degree (Art, Art History, Design, Architecture, Critical Theory or a related field) or demonstration of equivalent experience
- **Experience:** Minimum 2 years of experience working within the non-profit sector, demonstrating curatorial affinity with 221A's mandate, budgeting and production scheduling experience and a clear track record of successful grant writing. Publishing and layout and editorial experience is an asset.
- **Specific Job Capacities:** Proficiency in Mac OSX and MS Word, Excel, Gmail, Mailchimp, 80+ WPM, familiarity with Adobe CS6 Acrobat, Photoshop, Indesign and Illustrator. Knowledge of Quickbooks and Google SketchUp is an asset. A/V understanding and basic

carpentry (furniture fabrication and interior partition design and construction) is an asset. Class 5 driver's license and ability to lift 15kg is required.

- **Languages:** English: written and oral communication. Speaking and writing in second/third languages are considered an asset, especially French, Cantonese or Mandarin.

### **Working Conditions**

- Work weeks are 5 days, 7 hours per day, starting at 10:00am with irregular hours surrounding deadlines and events. Candidates must be comfortable with flexibility in their work schedule.
- The Curator, Projects and Residencies is entitled to one hour of time for lunch and breaks; frequently works collaboratively with artists, curators, staff, volunteers and contractors; is exposed to noise and regular flow of people from the exhibition room and office and is assigned tasks determined by changing priorities.

### **Employment Equity**

221A is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, 221A has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: **women, visible minorities, aboriginal peoples and persons with disabilities.**

### **Apply:**

Send your cover letter and CV and one sample of writing (any length) by email to [hire@221a.ca](mailto:hire@221a.ca) by **May 31, 2015**. Unfortunately, only those applicants under consideration will be contacted.