



Job Description

Position Title: Curator of Community Engagement
Location: grunt Gallery
Reporting to: Program Director and Operations Director

Start and End Date: January 6 to December 5, 2014

Hours: 20 hours/week with a flexible work schedule.

Rate of pay: \$22/hour

General Description of the Position:

The Curator of Community Engagement works with board, staff, contractors, volunteers, and membership to develop contacts and strengthen relationships between the grunt and grunt's partners in the community. This is a professional position that reports to the Program Director and Operations Director at grunt gallery.

The Curator of Community Engagement is a planner, implementer, and relationship builder who is responsible for developing grunt's community plan. They are also responsible for developing strategies around retention and recognition of donors, audience members, volunteers and other grunt communities, as well strategies for outreach. The Curator of Community Engagement will take advantage of grunt's strengths in order to build strong, long-term and loyal relationships with audience members and the community.

Required Competencies:

Collaborative
Committed
Community Minded
Resourceful

Creative
Flexible
Social

Reliable
Independent
Tolerant

General Responsibilities:

- Work with staff and board to develop and enhance contacts within the community;
- Develop strong relationships between the board and the wider organization;
- Refine and implement grunt's Community Plan that builds strong, long-term, and loyal relationships with audience members, supporters and the community;
- Lead an analysis of grunt web stats, social media reach and attendees at exhibitions and programs;

- Work with staff to develop retention and recognition strategies for supporters and grunt's audience. For example, create programming that allows audiences to be engaged beyond the one project that initially introduced them to grunt gallery;
- Help develop and lead initiatives around grunt's 30th anniversary (September 2014);
- Develop strategies around outreach:
 - Produce a news feed around community engagement that is aligned with our social media, website and newsletter focusing on grunt's membership and community activities;
 - Collaborate and communicate with neighborhood organizations to develop activities that promote grunt's role in the community (eg. community events and festivals);
 - Collaborate and coordinate with educational institutions to develop alliances for grunt gallery with regards to internships, programming and board recruitment;
- Other duties as required.

Required Skills and Education:

- Excellent understanding of artist-run centres;
- Post-secondary education in an arts related program, educational program or a relevant discipline is an asset;
- Previous experience (work or volunteer) in an arts organization, community centre, or educational centre an asset;
- Demonstrated supervisory and interpersonal skills; ability to perform well in a team environment and lead others;
- Strong written and oral communication skills; ability to target programming and programming materials to varying audiences and age groups;
- Strong organizational skills, able to identify and prioritize tasks with minimal supervision, work independently, and take initiative;
- Experience with youth/adult education programming an asset;
- Working knowledge of Social Media, e.g. Facebook, YouTube, Twitter and LinkedIn, MS Office, and mass email systems;
- Resourceful, hands-on and pro-active.

Other Job Requirements:

- Previous experience in developing and maintaining strong internal and external relationships;
- Demonstrated success with strategy development, implementation and evaluation;
- Proven ability to act in an assertive but professional manner and to represent oneself and an organization in a positive manner;
- Ability to work flexible hours.

Business Ethics and the Workplace:

- The Curator of Community Engagement must promote and set the example for ensuring a friendly, courteous, respectful and professional workplace;

- The Curator of Community Engagement must maintain confidentiality of all personal, private, and professional information obtained within the course of their employment, in accordance with the grunt Privacy Policy;
- The Curator of Community Engagement must act in accordance with grunt's Workplace Relationship Policy, which prohibits the acceptance of gifts, loans or anything of value from any individuals with whom contact is had during the course of employment;
- A flexible work schedule is required.

About grunt

Formed in 1984, grunt Gallery has built a reputation on innovation and cutting edge program exhibitions, performances, artist talks, publications and special projects that showcase current and past work by contemporary Canadian and International artists. We focus on work that would otherwise not be seen in Vancouver, and are proud of our ability to act as an intersection between various cultural groups based on aesthetics, medium or identity. We consider our programming as a work in program that is always changing and is always interesting.

To apply: Please send cover letter and resume to Meagan Kus by email at meagan@grunt.ca

Application Deadline: Sunday, November 24 @ 5:00pm

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