



## **JOB POSTING: GALLERY DIRECTOR, UNION GALLERY**

Union Gallery (UG) is a student-centred, public contemporary art gallery at Queen's University. UG has been in operation since 1994 and has a unique place within the cultural and academic landscape of Katarokwi-Kingston, Ontario, situated on Haudenosaunee and Anishinaabe territory. UG is a space centred in community and conversation, driven by play, curiosity, curation, and research-creation. We are the primary public gallery at Queen's dedicated to showcasing the range and excellence of students' artistic and curatorial practices. UG also supports professional artists to foster a diverse network of artistic production, presentation, and interpretation. We're committed to supporting creative growth through merging technical and critical understandings of the arts, as well as a deeper understanding of how art can reflect the most important issues of our time.

We are seeking a Gallery Director to join our creative and collaborative team.

**APPLICATION DEADLINE: August 6, 2022, by 11:59pm EST**

### **GALLERY DIRECTOR**

**TERM:** 1-year contract, with possibility of renewal up to 5 years

**LOCATION:** Katarokwi-Kingston, Ontario

**START DATE:** Late August / early September 2022

**COMPENSATION:** \$30/hr, 30 hrs/week (with possibility to increase to 35 hrs/week), two weeks paid vacation and a basic benefits package. Further details will be made available to candidates invited to interview.

**WORKDAYS:** This position requires availability during gallery hours and programmed events, with schedule to be determined in consultation with other staff. Some evenings and weekends required. Gallery Hours: Tuesday–Saturday, 11am–4:30pm; Wednesday, 11am–8pm.

### **ABOUT THE POSITION**

Union Gallery needs a bold, self-directed, and diligent leader who can bring their organizational systems, tools, and attention to detail to our arts organization. Reporting to the Board of Directors, the Gallery Director will provide operational, financial, and strategic management to the organization, and curatorial direction to the gallery. We have recently incorporated as a not-for-profit organization, and we would be thrilled to have you join us on our next phase of transformation and growth!

## **Operational Structure**

UG is the primary public art gallery at Queen's dedicated to showcasing the range and excellence of students' artistic and curatorial practices. We like to think of ourselves as a teaching gallery—most of our artists, curators, staff, and volunteers are students. We also support professional artists to foster a diverse network of artistic production, presentation, and interpretation. UG offers a variety of programs that catalyze experiential learning, artistic experimentation, collaboration, and community.

UG is an incorporated not-for-profit and operates independently from Queen's, while still being intimately connected to the university as a creative resource hub on campus. The gallery is located on the first floor of Stauffer Library. UG receives support from Queen's, mostly in the form of facilities and student ancillary fees, and partners with several interdisciplinary programs to support student research, employment, and internships opportunities.

UG's operational structure includes two core staff: the Gallery Director and Program Director. Core staff supervise and train part-time student staff and volunteers who contribute to UG programming and operations. Together, the Gallery Director and Program Director collaborate on the gallery's artistic vision and ensure the mandate and objectives of UG are carried out through its initiatives.

## **PROFILE OF THE CANDIDATE**

UG is all about bringing people together. This individual will enjoy working with students, emerging artists, and building teams. They will enjoy the responsibility of delegation and will take the time to find collaborative ways to create project accountability. They will bring to all of their work embodied experience and pro-active attention to anti-racist, anti-harassment, and non-discriminatory processes, enabling and providing a welcoming and inclusive atmosphere throughout their work and relations. We also want someone who will thrive in a space where systems are created, enacted, and updated, as the initiatives and activities of the organization continue to shift and grow. The ideal candidate will have a university degree or college diploma in a related field, with at least three years of experience with skills that align to this profile. Consideration will be given to an equivalent combination of experiential, professional, and educational experience.

## **OVERVIEW OF RESPONSIBILITIES**

### **Financial Management**

- Responsible for the gallery's financial operations, management, planning, and reporting;
- Oversee the gallery's annual operating and programming budgets and schedules;
- Work with the bookkeeper and accounting firm to ensure financial records are accurate and up-to-date;
- Oversee payroll, benefits, staff schedules, invoicing, and payments;
- Research, write, and report on annual operating grants and project grants;
- Ensure financial compliance in all areas of tax returns, insurance policies, and all applicable financial and grant reporting requirements;

- Maintain corporate records, such as filings with Canada Revenue Agency and province of Ontario.

### **Operations**

- Ensure that the vision, mandate, policies, protocols, and objectives of Union Gallery are carried out through all gallery initiatives;
- Develop long-term strategic goals with core staff and Board of Directors;
- Ensure gallery operations are running smoothly in a timely and organized manner;
- Manage facilities and ensure ongoing maintenance of gallery, office, and storage spaces;
- Champion the organization's Equity, Diversity, and Inclusion audit, collaborating to create and implement action plans as required for updating the organization's policies and protocols;
- Attend the Board's meeting schedule and actively participate on all committees.

### **Gallery Direction**

- In collaboration with the Program Director, responsible for the overall curatorial direction of the gallery;
- Oversee exhibition schedules, logistics, timelines, and correspondence with artists, curators, vendors, and stakeholders;
- Provide support and mentorship to student artists, designers, writers, and curators;
- Lead exhibition design and (de)installation, including training students on best practices;
- Design research projects and experiential learning opportunities in collaboration and consultation with students, faculty, and community partners;
- Develop and maintain collaborations and partnerships;
- Act as primary representative for the gallery with the university, members, and the wider community.

### **Human Resources**

- Maintain a positive, inclusive, healthy, and safe work environment;
- Promote the values and mandate of the organization, ensuring these are known and shared by the team members;
- Manage hiring and training processes and supervise staff, interns, and volunteers;
- Ensure that the gallery is compliant with applicable legislation such as the Employment Standards Act and Occupational Health and Safety Act, among others.

### **ESSENTIAL QUALIFICATIONS**

- Excellent organizational skills, including short- and long-term planning and implementation
- Commitment to community, equity, diversity, and inclusivity
- Financial record keeping and budgetary tracking
- Grant writing and fund development

- Experience managing staff, interns, and/or volunteers
- Excellent leadership, self-management, communication, and interpersonal skills
- Exhibition installation and art handling skills
- Strong knowledge of contemporary art practices and nonprofit sector
- Attention to detail

## **ASSETS**

- Experience mentoring, training, and problem solving with students in a curricular and/or co-curricular capacity
- Experience working with a Board of Directors
- The ideal candidate will have a university degree or college diploma in a related field, with at least three years of professional experience with skills that align to this profile

## **To be successful in this role you will be:**

- Accountable
- Self-directed
- Bold
- Collaborative
- Curious
- Diligent
- Organized

## **APPLICATION PROCEDURE**

Interested candidates are invited to submit the following:

1. All candidates must include a cover letter that addresses the following questions:
  - What excites you most about Union Gallery?
  - What motivated you to apply for this position?
  - What relevant skills and experiences do you bring to this role?
2. Resume
3. Three (3) references: name, title, organization, phone, email. References will only be contacted for candidates invited to interview. References should have direct knowledge of your professional experience, and at least one reference should be a manager/supervisor. You may also include other individuals who can speak to your skills, education, or volunteer experiences.

**Please combine all files into a single PDF and email to [ug.employ@gmail.com](mailto:ug.employ@gmail.com) with the subject line “Union Gallery Director,” no later than 11:59pm EST on August 6, 2022.** All interviews will be conducted via Zoom.

All qualified applicants are encouraged to apply; however, we will only be contacting those under consideration for interviews. Information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

If you have any questions, or require accommodations at any point during the application and hiring process, please contact our Hiring Committee: [ug.employ@gmail.com](mailto:ug.employ@gmail.com) / 613.533.3171

### **EQUITY STATEMENT**

Union Gallery is an equal opportunity employer and is committed to building a skilled and diverse workforce that reflects the communities we serve. UG welcomes applications from qualified individuals of all sexualities, races, gender identities, socioeconomic statuses, and (dis)abilities. We strongly encourage applications from individuals who self-identify as BIPOC (Black, Indigenous, People of Colour), QPOC (Queer People of Colour) and 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer and Questioning, Intersex, Asexual, +). If you would like to, please indicate if you self-identify as a member of any equity-seeking groups in your application.

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UNION GALLERY

[uniongallery.queensu.ca](http://uniongallery.queensu.ca)

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