

Plug In Institute of Contemporary Art  
286 McDermot Avenue, Winnipeg, Manitoba, Canada R3B 0T2  
T 1-204-942-1043 | F 1-204-944-8663 | info@plugin.org | www.plugin.org

### Employment Opportunity 0903

#### Curatorial Assistant

Plug In Institute of Contemporary Art is designated as a not-for-profit public art gallery, and Canada's first Institute of Contemporary Art, Federally Registered Charity # 119095016RR0001.

Plug In Institute of Contemporary Art (ICA) is seeking an energetic, organized and professional Curatorial Assistant. Plug In organizes six to ten major exhibitions or projects each year, and a number of significant publications through our imprint Plug In Editions.

Reporting to the Director, the Curatorial Assistant will provide logistical, administrative and research support relating to all of Plug In's programs, as well as provide key organizational support for Plug In's marketing and promotional activities.

The candidate must have a BA, BFA or equivalent experience or training in visual art, art history, curatorial studies or related field. A relevant MA or MFA degree is preferred, as well as 2-3 years minimum experience in arts administration, programming or a related field.

The candidate should be comfortable working independently with little supervision, be self-motivated and also willing to work as part of a team. A desire to pursue a career in curating of contemporary art is an asset.

Excellent communication skills, written and oral, are prerequisite, as well as excellent attention to detail, including excellent proof-reading and editing capabilities.

This position is ongoing and part-time (20 hours per week), and subject to a 12 week probationary period. A job description is available to download on our site: [www.plugin.org](http://www.plugin.org). Remuneration for this position is \$15/hour.

Interested candidates should submit a curriculum vitae, letter of interest, and three references (including contact information) by 4 pm CST on Friday, May 29, 2009.

Plug In thanks all candidates for their interest, but only those to be interviewed will be contacted.

Please submit applications to:

Mr. Anthony Kiendl, Director  
Plug In Institute of Contemporary Art  
286 McDermot Avenue  
Winnipeg, MB  
R3B 0T2  
(204) 942-1043

Plug In Institute of Contemporary Art

286 McDermot Avenue, Winnipeg, Manitoba, Canada R3B 0T2

T 1-204-942-1043 | F 1-204-944-8663 | info@plugin.org | www.plugin.org

Plug In ICA

Job Description

Position: Curatorial Assistant

Supervisor: Director

Last updated: May 7, 2009

Summary

The Curatorial Assistant provides research, administrative, production and promotional assistance according to priorities established by the Director.

Reporting to the Director, the Curatorial Assistant will provide logistical, administrative and research support relating to all of Plug In's programs, as well as provide key organizational support for Plug In's marketing and promotional activities.

The Curatorial Assistant will specifically:

- o Assist with curatorial research in preparation for exhibitions, projects, publications.
- o Assist with gathering material for and preparing grant applications.
- o Assist with preparing grant reports.
- o Write material for promotional, grant application and report preparation and other curatorial purposes.
- o Proof read and copy edit written material.
- o Prepare Plug In ICA's publicity material including copy for:
  - Media releases
  - Print and electronic advertising
  - Website (updating, and continual monitoring to ensure continuity, quality, accuracy and appearance)
- o Assist with preparation of visual material for Plug In ICA's publicity including: sizing, copying, transferring files, and ensuring quality of material.
- o Organize public programs, including logistical planning and coordination, in consultation with other staff including: set up of tables, seating, sound equipment, audio visual equipment, video camera, other items as required.
- o Give public tours of exhibitions as required.
- o Prepare incoming and outgoing condition reports for artwork.

- o Assist with preparation of touring exhibition packages.
- o Assist with completion of loan agreements, contracts and correspondence.
- o Assist with production of catalogues and other publications.
- o Monitor the gallery as a shared duty of all staff.
- o Assist with other shared administrative duties including filing, maintenance of databases, answering phones, etc., as required.
- o Liaise with internal and external stake holders in pursuit of the above, represent Plug In ICA publicly in the capacity of an arts professional.
- o Work collaboratively with all other staff for the success and advancement of Plug in ICA.
- o Conduct other duties as assigned.

#### Qualifications

- o A BA or BFA in visual art, art history, curatorial studies or related field; or an equivalent combination of education, training and experience. An MA or MFA in a related field is preferred.
- o Two to three years prior experience in program organization in art or related activities.
- o Knowledge of and enthusiasm for contemporary art.
- o Excellent attention to detail, editing and writing skills.
- o Exceptional computer literacy skills including MS Office (Word and Excel). Photoshop and graphic design applications are an asset.
- o Excellent communication skills, both written and oral.
- o This position requires occasional public speaking.
- o Knowledge of overall Gallery operations is an asset.
- o Willingness to learn new skills in a dynamic and demanding work environment.
- o This part-time position requires some flexibility in hours, including evening and weekends, and the possibility of travel from time-to-time.