



Art Gallery Manager/Curator

The Opportunity:

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio:

Reporting to the Director of Community Services, the Art Gallery Manager/Curator is responsible for the operation of the Grimsby Public Art Gallery, a division of the municipality that supports and promotes art programs and services in the community. The Art Gallery Manager/Curator interacts with artists, community members, individuals and groups in ways that support the creative cultural heritage of Grimsby and the gallery's purposes and goals. The Manager/Curator prepares and implements dynamic and relevant exhibitions and special events, and ensures that educational and recreational programs for all ages are offered to enhance and support them. The Manager/Curator preserves the visual and cultural heritage of Grimsby by developing and maintaining the Permanent Collection of art. The Manager/Curator prepares and manages the Art Gallery budget in compliance with Town of Grimsby directives, pursues grants, donations and earned revenue opportunities to ensure the fiscal stability of the gallery, manages and leads a team of qualified staff to ensure the gallery's operational stability and maintains up to date and relevant policies and procedures to guide gallery operations.

This role is uniquely positioned within the municipality, serving not only as the operational manager of a vibrant public art gallery but also as a core member of the Community Services team. The dual nature of the position ensures that the gallery's artistic initiatives are closely aligned with broader municipal goals, fostering a deeper connection between civic engagement and cultural enrichment.

The Candidate:

As a candidate for the position, you have achieved a post-secondary degree in Art History, Fine Art or a related field. You have five (5) years of progressive experience working in an art gallery or art museum, two (2) years of supervisory experience, and considerable curatorial and grant writing/financial management experience. You possess strong time management skills and are able to prioritize a high volume of tasks under pressure to meet competing deadlines. You have a solid understanding of Canadian contemporary and historic visual art and possess excellent

research, verbal and written communication skills with the ability to translate information into oral presentations, visual displays and programs.

Working for the Town of Grimsby:

The Town of Grimsby offers candidates for this position a competitive employment package that includes an annual salary between **\$86,682 and \$105,463 (2025 rates)** and a comprehensive benefits plan.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements during the COVID-19 pandemic and beyond.

How to Apply:

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to hr@grimsby.ca **July 4, 2025 at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under "Career Opportunities."

Posting #: 34-2025

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

The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB POSTING

Art Gallery Manager/Curator

Community Services Department

Duties and Responsibilities:

1. Exhibition, Programming Planning, and Management (40%)

- 1.1 Develops schedule of exhibitions for the Main Gallery 2 – 3 years in advance
- 1.2 Negotiates exhibition details with artists/curators, creates public accessibility through curatorial writing and presentation.
- 1.3 Executes exhibition agreements, collects pre-exhibition materials, plans transportation, installation, de-installation and documentation.
- 1.4 Oversees the development and delivery of public programming and education – events, presentations, talks, tours, discussion etc.
- 1.5 Coordinates high-profile signature GPAG events (Wayzgoose).
- 1.6 Ensures that adequate and appropriate promotion of activities occurs.
- 1.7 Maintains the Public Art Program for the Town of Grimsby.
- 1.8 Facilitates community development efforts of art programs and services through partnerships and collaborations.

2. Administration and Financial Management (45%)

- 2.1 Prepares and manages the GPAG budget, working with the Director of Community Services and the Finance Team.
- 2.2 Writes and submits grant applications for operating grants and special project grants.
- 2.3 Organizes and/or oversees revenue generation opportunities – special events, fee-for-service programs, donations & sponsors.
- 2.4 Promotes the GPAG and the benefits of a robust, dynamic creative culture to the community.
- 2.5 Coordinates the GPAG Advisory Board including scheduling, preparing the agenda, reports, minutes and communicating with Advisory Board members.
- 2.6 Oversees physical operations of the gallery facility, in collaboration with the Chief Librarian, the Parks and Facilities Manager, and other staff team members.
- 2.7 Prepares reports for and attends Committee of the Whole / Council as required.

3. Collection Management (5%)

- 3.1 Maintains the physical safety and integrity of artwork through proper storage, appropriate use, inventory, examination, conservation treatment
- 3.2 Manages collection information maintaining the database, digitization
- 3.3 Develops the collection through new acquisitions – assessing offered donations; intake process; cataloguing

4. Supervision of Staff (5%)

- 4.1 Supervises employees (paid & volunteer), delegates tasks and facilitates activities to maximize Gallery resources.
- 4.2 Encourages and approves staff training and development
- 4.3 Recruits staff, ensures intake training and orientation, conducts performance reviews as required.

5. Other (5%)

- 5.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 5.2 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Post-secondary degree in Art History, Fine Art, or a related field.

License, Registration and Training

- Standard First Aid and CPR-C Certification.
- Valid and unrestricted Class “G” driver’s licence with access to reliable transportation and be able to travel to various work locations across the Town.
- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.

Experience

- Five (5) years of progressive experience in an Art Gallery or Art Museum.
- Two (2) years of supervisory experience.
- Considerable Curatorial experience.
- Grant writing and financial management experience.
- Municipal experience is an asset.

Knowledge/Skills/Abilities

- Solid understanding of Canadian contemporary & historic visual art.
- Excellent research, verbal and written communications skills and the ability to translate information into oral presentations, visual displays, and programs.
- Solid understanding of generally accepted gallery best practices in collections management (acquisition process, database management, environmental standards, storage and handling) appropriate and safe display of artwork, fair and equitable treatment of artists and arts professionals (professional fees, copyright obligations, appropriate use and moral rights etc).
- Experience with and ability to learn use of various software applications and technologies.
- Ability to coordinate and prioritize a high volume of tasks and concentrate on work requirements under pressure to meet competing deadlines.
- Solid negotiation, resource management, and people skills including staff management and customer service.
- Strong project management and organizational skills.

- Financial management skills, including budgeting, grant writing and fundraising at various levels.
- Intermediate proficiency with Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

A combination of education, training, and experience may be considered.