



# Alderney Landing

Community Cultural Centre



## OPPORTUNITY BRIEF

# THE CRAIG GALLERY COORDINATOR

SEARCH CONDUCTED BY  
PLACEMAKING 4G



## STATEMENT OF INTENTION

We encourage applications from Black, Indigenous, 2SLGBTQ+, and racialized peoples, newcomers to Canada, and people with disabilities. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. We are committed to treating all applicants fairly and accommodating those with disabilities at any stage of the hiring process.

## ABOUT ALDERNEY LANDING

Alderney Landing is a vital cultural and community gathering place that brings together the public with local artists, performers, farmers and vendors. This hub is playing a pivotal role in the revitalization of downtown Dartmouth, Nova Scotia.

Officially opened in May, 1999, Alderney Landing was integrated via a pedway into Alderney Gate, an existing building housing municipal government offices, Dartmouth Regional Library, and the Halifax Transit ferry terminal.

Alderney Landing's vision is to be a vital cultural and community gathering place that brings together the community with local artists, performers, farmers, and vendors. Alderney Landing enhances community engagement through rich programming and maximizing waterfront space to meet community desires. The Community Cultural Centre is built on the foundational elements of diversity and inclusion and showcasing local talent, products, and artistic excellence.



# THIS MOMENT, THIS POSITION

To build on their strategic vision, Alderney Landing is seeking an organized and creative Gallery Curator to lead and facilitate key arts activity that engages the local community. This includes overseeing fine art events and programming, fine artist showcases and the management of the Craig Gallery, including staff and volunteers.

The Gallery Curator position is directly responsible to, and reports to, the Executive Director of Alderney Landing.



*Join a vibrant gathering place and the heart of a dynamic Dartmouth experience*



## POSITION RESPONSIBILITIES

- Coordinate approximately 30 exhibits annually. Coordination is conducted through in-person gallery meetings. Reaching potential exhibitors to make submissions is conducted through networking with local artists.
- Work with the exhibiting artists throughout the year to prepare their body of artwork, statement, and poster design for upcoming exhibits.
- Coordinate and prepare all incoming artists submissions for quarterly Gallery Advisory review meetings.
- Coordinate the programming of the Mobile Art Carts.
- Develop sustainable art classes for children and adults.
- Prepare monthly and annual reports to the Executive Director.
- Conduct the hiring and training of summer students for Art Gallery Assistant and Fine Art and Theatre Summer Camps.
- Facilitate the marketing and promotion of each gallery exhibit through social media, mailing lists, and press releases in coordination with the Director of Communications and Marketing.
- Manage the schedules and coordination of gallery staff and volunteers each month.
- Manage the procurement of donations, partnerships, sponsorship, and art programming funding for The Craig Gallery.
- Conduct grant writing for arts programming funding.
- Facilitate the procurement of funding for developed programming and events for Fine Art and Theatre Summer Camps, Alderney Landing signature events, Nocturne, Artist Talks, Life Drawing Classes, and Workshops.
- Facilitate planning and procurement of all donations of funds and gifting items for annual volunteer appreciation luncheon.





## EDUCATION AND EXPERIENCE

- A degree in a relevant discipline and 5 plus years of related work experience
- Sufficient organizational and administrative experience to ensure the organization and its staff flourishes
- Fund Development and relationship building experience
- Experience building and maintaining relationships with community.
- Experience as an effective business leader using strategy, communication and collaboration to achieve results
- A successful track record designing & executing strategic business plans
- Experience in effective program development and delivery
- Ability to get things done while functioning independently, and under pressure, with multiple priorities
- Hands on experience in both financial and facility management

## THE IDEAL CANDIDATE:

- Exceptional organization skills and attention to detail.
- Strong interpersonal and communication skills both written and verbal.
- Creative problem solving skills.
- A high level of professionalism when working with clients and internal staff.
- Is able to work efficiently under minimal supervision.
- The ability to delegate and work in a team-oriented office.
- Is able to work in a fast-paced environment.

## THE PACKAGE:

### Salary:

\$40,000 - \$45,000 / year

### Benefits:

- Group Insurance
- 6% employer match RRSP
- 2 weeks vacation + December Holiday Shutdown
- Paid Parking
- Company Phone

Alderney Landing currently has a mandatory COVID-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19. Proof of vaccination is a condition of employment. Successful applicants who are unable to be fully vaccinated based on a protected characteristic as defined in the Nova Scotia Human Rights Act or for a valid medical exemption should advise the Lead P4G Placemaker of their request for accommodation.



## APPLICATION DETAILS

## WHAT TO EXPECT

Apply now by [Clicking Here!](#)

Applications will be accepted until 12pm on **June 2, 2022**.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic, be yourself.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone discovery call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

