



School of Art

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Position Title:

Gallery Director/Curator, School of Art Gallery

Position Classification:

Other academic

Qualifications:

The successful candidate will hold, at minimum, a Master's degree in Art History, Museum Studies, Curatorial Studies, Visual Arts, or another similar program, combined with substantial experience in curatorial work, catalogue publishing, grant writing, collections management, museum education, and administration within a public or university art gallery. In addition to proven senior leadership experience, organizational ability, and personnel management, the successful candidate will have strong interpersonal skills and an inspiring and effective leadership style, as well as a demonstrated ability to support the teaching of art history, curatorial studies, and studio with a collection, and to interpret historical and contemporary art to a broad audience.

The Position:

Reporting to the Director of the School of Art, the Gallery Director/Curator is administratively responsible for the overall operations of the School of Art Gallery, including activities, programming, financial management, and supervision of gallery staff. The Gallery Director/Curator is responsible for ensuring that the research and focus of exhibitions, collections, and events reflect the needs of the School of Art and align with the strategic goals of the University of Manitoba. The programming of the Gallery should make a significant contribution to the contemporary culture and the art history of Manitoba and Canada, representing its diversity, with particular attention to ensuring that Indigenous voices and cultures are represented in the Gallery's activities.

The Gallery Director/Curator is responsible for ensuring that contemporary museological standards are applied to the production of temporary exhibitions as well as to the care, management, exhibition and expansion of the School of Art's Permanent Collection, through exhibitions, research, and collections management. The Gallery Director/Curator will ensure the ongoing progress of the digitization of the Gallery's collection and the creation of a collections database available to the professoriate and the public.

The Gallery Director/Curator is expected to work with faculty and gallery staff to ensure that the permanent collection and temporary exhibitions are used to support the teaching of art history, curatorial studies, and studio. A core responsibility of the Gallery Director/Curator is to support teaching at the School of Art.

The responsibilities of the Gallery Director/Curator encompass research, programming, collections management, education, and administration. The Gallery Director/Curator is responsible for organizing and producing exhibitions, as well as their ancillary educational programs and events. Exhibition production includes but is not restricted to research, grant writing, administration (general production, advertising and promotion, catalogue production, installation, hiring of guest contributors), education, extension, and partnership with other Canadian cultural institutions on collaborative projects. Collections management includes but is not restricted to the acquisition, documentation, preservation, exhibition, and interpretation of

the School of Art Permanent Collection, as well as assistance with the University of Manitoba Collections – a separate entity within the University. Research in this context is understood as supporting the curatorial needs and purposes of the presentation of artworks and curatorial projects that serve the mandate of the Gallery, and as supporting the use of the Permanent Collection in the teaching of art history, curatorial studies, and studio.

Administrative responsibilities encompass the day-to-day operations of the Gallery in accordance with the standards for care and ethical conduct as determined by the Canadian museum community and the administrative policies and procedures of the School of Art and the University of Manitoba. Duties include but are not restricted to: fiscal responsibility to the School of Art and outside funders, including private donors; budgetary intake and disbursements for all Gallery transactions; hiring, training and supervising casual and part-time contract and student employees; grant writing and project-specific fundraising in conjunction with the Office of Donor Relations.

Detailed Description of Responsibilities:

Programming

Exhibition development includes research, studio visits, selection of work, thesis development, loan agreements and contracts, grant applications and fundraising, promotion, extension development, catalogue writing and publication, installation, and reception planning.

The Gallery Director/Curator will:

- develop annual exhibition schedules
- develop ancillary events to augment the exhibition schedules – e.g., receptions, artist’s talks, and education/extension programs
- curate exhibitions of historical and contemporary art with an emphasis on Manitoban and Canadian art
- develop exhibitions using the Permanent Collection
- work with faculty in the School of Art and other units in producing short-term exhibitions in the smaller adjoining Gallery to support the teaching of art history, architecture history, and studio courses
- develop exhibitions with other galleries via collaborative arrangements
- develop exhibitions as in-house independent projects
- select exhibitions borrowing capacity from other Canadian institutions and from annual submissions to the Gallery
- work with University faculties or groups as appropriate to present guest exhibitions and programming
- engage in outreach activities in cooperation with the School of Art and the larger community
- work with the Master of Fine Art program to develop and present the students’ thesis exhibitions.

Administration

The Gallery Director/Curator will:

- manage and direct the day-to-day operations of the Gallery
- develop strategic planning for the Gallery in coordination with the Director of the School of Art
- provide support and collaborate with the relevant School Council committees
- collaborate with various University departments on behalf of the Gallery
- build connections to the Canadian arts community, including with other art galleries and cultural organizations, funding bodies, arts services organizations, and media
- develop and implement publicity and promotional materials for the Gallery
- work with School of Art staff to ensure that the Gallery web page is updated and informative
- determine and purchase supplies as required for Gallery offices and installations
- undertake software training pertinent to Gallery operations
- develop contracts with artists, galleries, lenders, etc.

- oversee renovations and other physical plant requirements for the galleries and their storage/workshop spaces

Financial Management

The Gallery Director/Curator will:

- manage annual Gallery program and grant budgets in coordination with the School of Art's Business Manager
- submit annual reports with budget and budget requests to the Office of the Director of the School of Art
- apply to various arts funding agencies on behalf of the Gallery, including the Canada Council for the Arts, the Manitoba Arts Council, the Winnipeg Arts Council, Tri-Council funding and others as appropriate, including preparing funding application approval forms (FAFF) with the Research Services
- apply for University of Manitoba and School of Art special funding opportunities, including from the President's Office, University of Manitoba Student Union, School of Art Endowment Fund, and other University funding programs
- engage in fundraising for the Gallery in consultation with the Office of the Director of the School of Art and the Office of Donor Relations
- manage the funds available through the Gallery's endowments

Collection Management

The Gallery Director/Curator will:

- implement the Acquisitions Policy in collaboration with the Director of the School of Art,
- update or revise the Acquisitions Policy in collaboration with the Director of the School of Art and the Acquisitions Committee
- and work with the School Council committees related to the Gallery's mandate
- oversee acquisition of new works for the Gallery collection in accordance with the Acquisitions Policy
- maintain collection records
- continue work toward the creation of an online collections database as well as the full digitization of the collection
- oversee the Gallery Art Rental Program (promotion, contracts, installation)
- oversee storage of the Gallery's collection
- determine requirements and/or undertake conservation treatment of works in the collection as needed
- oversee framing and other presentation needs of the collection
- ensure the collection is available to researchers and curators both within and outside the University
- coordinate meetings of the Acquisitions Committee and the Director of the School of Art to review acquisitions for the collection, including the purchase and donation of artworks
- coordinate the appraisal of donations and the purchase of artworks
- communicate with donors and University's Donor Relations to ensure in-kind charitable tax receipts are generated for donations
- coordinate, on behalf of donors, the preparation of applications for charitable tax benefits through Canadian Cultural Property Export Review Board

Student life

The Gallery Director/Curator will:

- ensure that all Gallery programming has opportunities for meaningful student participation and engagement
- develop innovative programs for student learning
- support teaching and research at the School of Art for students, including utilizing the permanent collection

Application materials should include a letter of interest and curriculum vitae. Three letters of reference should be sent directly by the referees. Canadian and permanent residents should clearly indicate their citizenship or residency status in their cover letter or CV. Review of applications will begin on September 19, 2025 and continue until the position is filled. Materials should be sent to Sarah Rout at Sarah.Rout@umanitoba.ca.

The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global. Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

The City of Winnipeg (www.tourismwinnipeg.com), located where the Red and Assiniboine Rivers meet, is recognized for its vibrant, multicultural community and diverse culture. The city, with a growing population of more than 766,000, is home to internationally renowned festivals, galleries and museums, the historic Exchange District and The Forks, and ever-expanding research, education, and business sectors. From the Hudson Bay waters, across the farmland fields, to the pulse of the cities and towns, The Province of Manitoba's (www.travelmanitoba.com) people and places – its 100,000 lakes, 92 provincial parks, winding river valleys and storied prairie skies – inspire.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities). All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provision of The Freedom of Information and Protection of Privacy Act (Manitoba). Please note that curriculum vitae may be provided to participating members of the search process.