

**CARLETON UNIVERSITY
POSITION DESCRIPTION**

PART A

Employee Name:

Title of Immediate Supervisor:

Director, Art Gallery

Position Title:

Academic and Public Programs Specialist

Department:

Art Gallery

OFFICE USE ONLY

1. Title:

2. Position No: 297319

3. Level: 10

4. Evaluated by:

Date:

5. Approved by:

Date:

PART B

Position Summary:

Reporting to the Director, the Academic and Public Programs Specialist (APPS) is responsible for visioning, leading, designing and delivering the public and academic programs at Carleton University Art Gallery (CUAG). The APPS is also responsible for key communications activities.

PART C

Primary Duties Performed:

1. Public programs

(30%)

- The APPS visions and leads CUAG's public programming, in collaboration with the Director. This programming comprises a cohesive, timely and ambitious range of individual events and initiatives that strategically align with CUAG's values and goals, build capacity in individuals and organizations, respond to and serve the needs of diverse communities, evolve in response to societal shifts and create public opportunities for gathering, learning, discourse, discovery and engagement.
- Most public programs are organized to parallel and amplify CUAG's exhibitions, while others are conceived independently of exhibitions. They take place in the gallery and in off-site community spaces, on the internet via diverse platforms, and in hybrid physical and virtual spaces. They include single events and longer, episodic projects. Programs include but are not limited to panel discussions, lectures, community gatherings, artist talks, workshops, tours, symposia, readings, screenings and performances.
- Creating public programs includes devising original ideas, building knowledge of contemporary art and of CUAG's exhibition program, fostering relationships with individuals and organizations in the campus and civic communities, staying abreast of trends,

shifts and practices in the field of art education and in society, researching potential participants and collaborating with individuals and organizations in their design.

- Delivering public programs involves coordinating all program logistics, which includes: determining their modality (physical or virtual); ensuring their accessibility; researching and selecting appropriate venues and/or virtual platforms; inviting, communicating and collaborating with participants, partners and special guests; sourcing and purchasing necessary materials equipment or software; learning software; gathering the necessary paperwork for filing payments to and expense claims for participants, partners and special guests, and carrying out and/or hosting the events.

2. Academic programs

(30%)

- The APPS is the primary liaison between CUAG and the faculty and students comprising Carleton University's academic community. The APPS visions and leads CUAG's academic programs, in collaboration with the Director.
- Informed by an object-based pedagogical model, the APPS works with faculty members as a peer and across disciplines, collaborating in the design and delivery of exhibition- and collection-based programs. These programs offer unique and innovative pedagogical experiences and experiential learning opportunities, while building such student skills as visual analysis and literacy, communication, critical thinking and collaboration.
- Many academic programs are inspired by and grounded in CUAG's exhibitions, while others are conceived independently of exhibitions. Academic programs include single events and longer, episodic projects that take place in the gallery, in classrooms on campus and on the internet via diverse platforms including Brightspace. Programs include but are not limited to inquiry-based tours, making workshops, custom collection talks and visits, online learning modules, research and writing assignments, and thematic talks.
- Creating academic programs includes: devising original ideas; building knowledge of CUAG's exhibition program and collection; creating and maintaining relationships with faculty; staying abreast of trends and best practices in art education; researching the University's academic offerings; pitching ideas and projects to faculty and collaborating with faculty in their design.
- Delivering academic programs includes: determining their modality (physical or virtual); ensuring their accessibility; inviting, communicating and collaborating with participants and partners; sourcing and purchasing necessary materials or equipment; coordinating all logistics; learning software; gathering the necessary paperwork for filing payments to and expense claims for participants and carrying them out.

3. Supervision and special projects

(15%)

- The APPS assesses the administrative workload involved in delivering academic and public programs and determines the need for temporary employees, including but not limited to temporary contractors, summer students, graduate research assistants, and undergraduate and graduate practicum students. The APPS assists in the recruitment and hiring of such employees and supervises the aspects of their work that are related to program delivery.
- The APPS initiates special projects on an ad hoc basis, identifying project partners in the campus and civic communities and developing reciprocal relationships with them. These projects intersect with and amplify CUAG's exhibition, public and academic programs and may include digital, in-gallery, pedagogical or community-based initiatives co-produced with artists, Carleton staff and faculty, other members of the CUAG team and individuals and organizations in the civic community.

4. Communications

(15%)

- The APPS is responsible for developing and implementing communications campaigns that strategically align with CUAG's values and goals, enhance CUAG's profile and brand, increase engagement and attendance and build online communities of support. The APPS must have a high level of creativity and judgement in developing print and digital communications materials that properly reflect CUAG's (and the University's) image and identity.
- Activities include: working with the Director to articulate the gallery's overall communications strategy; producing and scheduling content for multiple social media and other online platforms; maintaining a consistent tone, style and approach for text, images and design; writing copy for the CUAG website and recruiting and collaborating with artists, external designers, photographers and videographers.

5. Performs Other Duties as Required

(10%)

- Develops and maintains the public and academic programs budgets.
- Offers input and guidance on exhibition and learning programs developed and delivered by other members of the CUAG team.
- Provides input to the Director on their work as it informs sectoral reports, proposals and grant applications, including compiling and organizing statistical data.
- Assesses programs to determine their effectiveness, which includes setting goals and measurable outcomes for programs, seeking feedback from participants and partners, tracking participation and completing formal and casual evaluations.

PART D

Specification: (to be completed by the supervisor in conjunction with the employee.)

1. KNOWLEDGE

a) Minimum amount of formal education required:

A Master's degree or equivalent in art history, museum studies, fine arts or a related field.

b) Minimum amount of relevant work experience required:

Three years of continuous experience in a university art gallery (or other public art gallery or museum), with a proven record of leading, designing and delivering quality art-based public and academic programs, and designing and producing effective communications campaigns.

Preference will be given to those with experience working in a post-secondary environment.

c) Minimum amount and type of continuing study required:

The APPS must possess thorough knowledge of and keep current on emerging trends and best practices in art-based learning in the art world and at academic institutions. The APPS must be knowledgeable about contemporary art and the evolving art gallery, community, online and larger societal contexts in which it is presented, interpreted and communicated. The APPS must remain current on the University's strategic objectives and goals with respect to pedagogical practice, decolonization, accessibility and equity, diversity and inclusion. The APPS must be aware of and observe Department and University policies and administrative procedures and regulations.

Elaborate on (a) and (b): (Justifying the amount of each specified above by detailing what the incumbent has to know and what skills are required of the incumbent in the performance of the duties)

- Thorough knowledge of trends, best practices, ethics and standards of care in art education in Canada.
- Thorough knowledge of the contemporary art scene in Canada, including artists, trends, protocols, ideas, issues and gallery practices.
- Thorough knowledge of evolving approaches to designing and delivering art-based public and academic programs in university art gallery (or other public art gallery or museum) and post-secondary settings.
- Thorough knowledge of the University environment and of pedagogical and communications activities being undertaken on campus.
- Ability to build relationships with and identify shared priorities between CUAG and partners in the civic and campus communities and develop programs grounded in reciprocal and respectful collaboration with them.
- Ability to independently create programs and communication campaigns of high quality, which requires creativity, initiative, knowledge, reliability, judgment and professionalism.
- Ability to design and deliver complex concurrent projects and communication campaigns, which requires superior time management, organization, writing, communication and administrative skills.
- Ability to interact and collaborate sensitively and successfully with diverse members of the Carleton and civic communities, which requires exceptional interpersonal skills and emotional intelligence.

- Proficiency in working with the MS Office Suite, social media platforms, and website content management software.

2. COMPLEXITY OF DUTIES

The APPS exercises a high level of initiative, responsibility, discretion and judgment in their work. They concurrently facilitate many projects that are often complex and collaborative. Their programming and communications work is carried out in the public sphere and is subject to external scrutiny.

The APPS creates and leads ambitious and multi-faceted public and academic programs, on time and on budget. This entails initiating and producing current projects while working with the Director and other members of the CUAG team to develop future plans and strategies.

The APPS is governed by University policies and procedures and is responsible to uphold accepted standards, ethics and best practices for art-based education in a university art gallery (or other public art gallery or museum).

The APPS must perform a diverse range of tasks (scholarly, administrative and supervisory) and juggle many competing projects concurrently. Most work is carried out with minimal supervision and therefore requires considerable independent judgment, initiative and discretion. The APPS must be flexible, able to accomplish numerous complex tasks simultaneously and able to work under pressure, all the while adhering to a strict published schedule of exhibitions and events.

The APPS supervises relevant casual staff and students, facilitating their professional development and encouraging teamwork in service of CUAG's program and public profile.

3. ACCOUNTABILITY

The APPS leads, designs and delivers CUAG's public and academic programs, and carries out important communications work, all of which is accomplished in the visible public sphere. The quality and integrity of these programs and communications contributes to the University's public image and to its academic and community-building objectives.

The APPS must be respectful of and sensitive to the needs, experiences and diverse range of individuals and organizations who are partners and participants in CUAG's public and academic programs. Professionalism, tact, care and excellent judgment are crucial to this work.

As the APPS interacts and collaborates constantly with diverse members of the civic and campus communities, errors in judgment could jeopardize the credibility of CUAG, resulting in a loss of goodwill and complaints.

The APPS must be able to work with limited supervision – although in consultation with the Director - in developing and administering CUAG's Public Practice program. The quality of the programs, and of their presentation, contributes to the University's image and prestige in local, regional, national and international terms. Failure (or success) in realizing this multi-faceted, year-round program affects the University's public profile immeasurably, for bad or good.

Outside the University, the APPS is consulted by individuals, government agencies, and community groups seeking advice and information about the specialized issues of art and art galleries. The APPS further collaborates with many other individuals, such as artists, scholars, art collectors, CUAG donors, and peers in the gallery field. In all these instances, the APPS must exercise tact, discretion, judgment and professionalism, taking care to represent CUAG and the University in the best light.

4. NATURE AND LEVEL OF CONTACT

a) purpose of contacts:

The APPS is in consistent contact with many and diverse individuals at Carleton, including faculty across all disciplines, individual students, representatives of student organizations, and the staff of such units as ODFASS, Teaching and Learning Services, Student Experience Office, Carleton Disability Awareness Centre, Paul Menton Centre, Healthy Workplace and Tour and Conference Services.

Off campus, the APPS works with a diverse range of individuals and organizations who are participants in, clients of or collaborators in CUAG's programs, including artists and subject matter experts, educators, gallery visitors and supporters and representatives of community and service organizations.

The APPS works with these individuals and organizations to design and delivers CUAG's public and academic programs. They must exercise tact, diplomacy, sensitivity and care, taking care to represent CUAG and Carleton in a positive manner.

b) Level (check one) - regular and continuous only and as specified in Part 'C'

- ☐ other employees in same work unit or office.
- ☐ the above plus students; faculty in the same work unit; or employees from other departments or offices at a similar job level to the incumbent.
- ☒ the above plus the general public, faculty and staff at a more senior level from other departments or staff at equivalent levels outside the university.
- ☐ all the above plus senior University executives and senior officials from government, private industry, other universities, etc.

5. SUPERVISION/MANAGEMENT CONTROL EXERCISED

(a) Describe the type of supervisory/management control exercised. Indicate responsibility for overall direction of a section/department/unit either independently or through subordinate supervisors if applicable.

The APPS supervises relevant casual staff and students, facilitating their professional development and encouraging teamwork in service of CUAG's program and public profile.

b) Indicate the level of employees directly (not through subordinates) supervised.

- i ☒ primarily support
ii ☐ primarily specialized technical,
Administrative or journeyman trades
iii ☐ primarily supervisors of (ii), or managers of
section consisting of (i) employees
iv ☐ primarily management level

c) Indicate number directly supervised.

☒ 0 ☐ 1-5 ☐ 6 – 10 ☐ 10 +

NOTE: Under the Occupational Health and Safety Act, the incumbent is required to be familiar with the Act and the regulations that apply to the work being performed in the work unit. The incumbent is also responsible for ensuring that individuals they supervise are aware of their rights and obligations under the Act.

Signed by:

Employee

Date

Approved by:

Director, Art Gallery

Date

Dean, Faculty of Arts and Social Sciences

Date