



Job Description

Position title:	SAC Art Gallery Director
Reports to:	Vice President, Administration
Supervises:	Assistant Art Gallery Director and Art Gallery Volunteers
Employee status:	Term, Appointed
Length of term:	May 1, 2016 – May 30, 2017 (13 months)
Hours per week:	May 2016 – August 2016 20 hours per week; September 2016 – April 2017 15 hours per week
Compensation:	Tier 2
Date revised:	March 2016

Position Purpose

The Student Administrative Commission (SAC) is responsible for managing AMS areas of the Nest, regulating bookings in the Nest, managing the Hatch Art Gallery and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups. The Art Gallery Director is responsible for implementing SAC's policies with respect to the AMS Hatch Art Gallery and its Permanent Art Collection. Additionally, the Art Gallery Director will see to the daily operations of the Gallery, maintain the Permanent Collection, and recruit a team of volunteers to staff the Gallery.

Duties and Responsibilities

- Maintain the Permanent Art Collection of the Society
- Research and recommend new acquisitions for the Permanent Collection
- Maintain and organize a database for the Permanent Collection
- Organize biannual shows of pieces of the Permanent Collection
- Hire and supervise a team of volunteers to staff the Gallery
- Develop short and long-term goals to help transform the Gallery into an exceptional resource for artists and the UBC campus
- Receive and review applications for student art shows
- Schedule and curate student art shows and act as the AMS contact person for the organizer
- Curate additional shows of interest and relevance to the Gallery's mandate
- Liaise between AMS Bookings, SAC, AMS Security and other SAC working groups
- Promote and market the Hatch Art Gallery and its exhibitions over the year, both on campus and throughout Vancouver
- Develop a rental and purchasing program for the AMS Permanent Collection as well as student art
- Develop and maintain relationships with the Department of Art History and Visual Arts and UBC artists
- Attend weekly SAC meetings and present report on activities
- Prepare transition report for successor
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required

Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges, preferably an MA or MFA student in the Department of Art History, Visual Arts and Theory
- May not be an executive of a AMS club, constituency, or resource group
- A strong interest in the Visual/Aural/Performance Arts
- Class 5 Driver's License is an asset
- A sincere interest in developing creative means of engaging the public and providing opportunities for dialogue through exhibition and other kinds of programming
- Strong organizational skills; detail-oriented
- Strong interpersonal and communication skills
- Leadership skills
- Ability to lift over 30 pounds