

Position Description



Position Title:	SAC Art Gallery Commissioner
Reports to:	Vice-President Administration
Supervises:	Art Gallery volunteers
Employee Status:	Term, Appointed
Length of Term:	May 1, 2013—April 30, 2014 May 1 2014 -May 30 2015
Hours per week:	May 1- March 12: 20hours /week March 30-April 13: 30 hours/week April 13- May 30: 20 hours/week
Compensation:	Salaried based on \$11.25/hr (Tier 2)
Date:	April 3, 2013

Position Purpose:

The Student Administrative Commission (SAC) is responsible for managing AMS areas of the Student Union Building (SUB), regulating bookings in SUB, managing the AMS Art Gallery and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups. The Art Gallery Commissioner is responsible for implementing the policies of the Commission with respect to the AMS Art Gallery and the AMS Permanent Collection.

Duties and Responsibilities:

- Maintain the Permanent Art Collection of the Society and reassess the current storage facility
- Recommend new acquisitions for the Permanent Collection
- Explore ways to loan out the Permanent Art Collection
- Maintain the Gallery's web page on the AMS website and other online services related to the gallery
- Maintain and organize the database of the Permanent Art Collection
- Organize biannual shows of pieces of the Permanent Art Collection
- Select members for, and act as chair of the Art Gallery Committee
- Develop special, short and long term goals to aid in the growth of the Gallery as an exceptional resource to the Arts community and 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 and record the number of visitors for each show
- Curate additional shows of interest and relevance to the Art Gallery's mandate
- Liaise between the Bookings Office, the Commission, AMS Security and any working group formed to deal with the Art Gallery
- Select AMS Artist in Residence and manage program
- Interview, hire, manage and schedule regular volunteers for the Art Gallery throughout the year
- Promote and market the AMS Art Gallery and its exhibitions over the year both on campus and in Vancouver
- Develop and maintain relationships with the Department of Art History and Visual Arts and UBC artists
- Maintain office and tools/storage space
- Attend weekly SAC meetings and present report on activities
- Prepare transition report for successor
- Live the mission and values of the AMS daily
- Other duties as required

Qualifications and Experience

- Must be a currently registered UBC student, preferably a 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 (AMS Council members may serve on SAC Bylaw 7 Article 2 (a) (ii))
- A strong Interest in the Visual/Aural/Performance Arts
- 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