

Assistant Curator

Job Description

Reports to:	Culture & Heritage Team Leader
Division:	Community Growth & Identity
Sub-division:	Planning & Identity
Business Centre:	Community Identity
Team:	Culture & Heritage
Date Updated:	2025

Job Scope: The Assistant Curator supports the Culture & Heritage Team Leader in the daily administration and delivery of Culture & Heritage services. Working collaboratively and in alignment with established guidelines and best practices, this role contributes to a wide range of functions, including research, collections management, exhibition development, educational programming, and public engagement initiatives. The Assistant Curator also plays a role in marketing efforts to enhance the overall visitor experience. This position may be based primarily at either the Okotoks Art Gallery or the Okotoks Museum & Archives, with responsibilities tailored accordingly.

Key responsibilities of the job are as follow:

1. Curatorial Support

- In consultation with the Culture & Heritage Team Leader (Curator), prepares, negotiates and oversees fulfillment of formal agreements with artists, external partners for art or historical objects as a collection or on loan;
- Assists with the creation of meaningful exhibitions and related programming; includes updating exhibit themes and interactive components as needed, ensuring the preservation of our community's culture & heritage;
- Oversee placement, packing/unpacking, condition reports, labels and other supporting documentation for exhibits such as exhibition texts, labels, catalogues and other interpretive materials; and
- Conducts research on artists, artwork, and historical objects in the collection or on loan.

2. Collections Management

- Prepare answers to requests for information on objects and collections;
- Provide public access to objects and collections; and
- Conducts care and management of objects and collections while observing conservation standards and best practices for cataloguing, data base management, exhibition and storage.

3. Public Engagement & Education

- Assists Community Engagement with marketing and public engagement, including promoting exhibitions, programs and activities;
- Develop relationships with and provide service to a diverse array of visitors, members, program registrants, facility users and community partners;
- Coordinate the logistics of openings and special events, festivals and fairs, including organizing food, beverages, required permits, licenses, rental equipment; and

- Provides information on programs and policies to group members and the general public in accordance with established practices and procedures.

4. Daily Administration

- As directed, opens and closes the facility, manages admissions and sales, greets and provides information to visitors and tourists;
- Performs a limited scope of minor maintenance duties, submits work orders to facilities maintenance for larger maintenance duties;
- Ensures safety alarms are working in the facility and leads evacuation in the event of an emergency;
- In consultation with the Culture & Heritage Team Leader (Curator), assists with preparing correspondence, funding and grant applications, and articles for Community Engagement to use in newsletters and social media;
- Responsible for Culture & Heritage staff scheduling;
- **Systems & Software** – Efficiently navigate relevant business centre, division and Town systems and software where required to complete responsibilities;
- **Records Management** – Develop and maintain databases and records management that complies with Town RMS Policy;
- **Data & Reporting:** Perform data entry, track KPIs, support budgeting, monitor expenditures/revenue, and generate reports; and
- **Financial & Contract Support:** Process payments, receipts, invoices, billing requisitions, and assist with basic contract administration and circulation.

5. Specialized Support

- **Museum**
 - i. Administer artifact & archival collections including accessioning, de-accessioning, digitization, storage & loans.
 - ii. Ensure appropriate environmental climate & pest control standards for the Museum.
 - iii. Identify and report artifacts requiring treatment, investigating possible repair specialists as required.
- **Art Gallery**
 - i. Oversee gift shop ordering and sales.
 - ii. Coordinate the Art Gallery's active membership program, including sale of memberships, member communication, membership database maintenance and membership appreciation events.
 - iii. Identify, document and report damaged artworks.
 - iv. Track and receipt all monetary donations.
 - v. Responsible for program registration, facility bookings for the Gallery, Museum, and RPAC.
 - vi. Responsible for Gallery, Museum, and RPAC financial transactions, daily till cash-outs and reconciliation and the preparation of weekly deposits.

6. Other responsibilities

- Mentors, trains and provides task direction to casual staff, students, and volunteers;
- When the Curator (team leader is absent), the Assistant Curators will provide back up as assigned;
- Provide recommendations and opportunities for improvement to the Team Leader;

- prepares insurance claims in events of loss or damage;
- Prepares objects and collections for relocation as required; and
- Projects and initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to completion of a University (Bachelor) Program in a related field such as Fine Arts, Art History, Museum Studies, etc.
- **Experience:** 3 or more years related work experience representing continuous learning and career progression.
- **Skills:**
 - Strong communication and writing skills, including grant applications, storytelling, and verbal communication.
 - Excellent interpersonal and customer service abilities, with a proven capacity to build relationships with staff, volunteers, and community partners.
 - Solid knowledge of local culture and technical proficiency, including Indigenous history, databases, and independent project management.
- Proficient with Microsoft Office Suite and position relevant software.