



Marion Nicoll Gallery Coordinator

Position Profile

The Marion Nicoll Gallery (MNG) Coordinator is responsible for overseeing the day-to-day operations of the gallery, and for ensuring that programming is communicated and adequately promoted to the community.

Reporting Relationship

The MNG Coordinator reports to the Program Manager.

Primary Objectives

1. To oversee the day-to-day operations of the Marion Nicoll Gallery including the responsible fiscal management of the budget
2. To promote MNG programming with the goal of supporting community engagement
3. To ensure that programming procedures are conducted in an equitable manner and that programming is accessible to the membership

Assigned Duties

1. Exhibition Submission Process

- a. Oversee the call for submissions of exhibition proposals and ensure that submission process is efficient and accessible to the community



- b. Compile and format submissions for the jury to review and ensure the process is conducted equitably
- c. Facilitate jury sessions to select programming for all gallery exhibition spaces including:
 - i. Securing a diverse array of jury volunteer members
 - ii. Providing the jury with the gallery programming mandate
 - iii. Ensuring that jury members have access to the submissions for review
 - iv. Providing jury members with the submission evaluation rubric

2. Gallery Programming Administration

- a. Coordinating all logistical aspects related to the exhibition programming of MNG spaces
- b. Supporting exhibiting artists to ensure that all requirements are communicated and met including:
 - i. Ensuring that exhibitions are documented and supporting images and materials are archived
 - ii. Preparing artists who are presenting their work during an artist talk or presentation
 - iii. Booking required facilities equipment including AV, tables, chairs etc. for receptions
- c. Ensuring that all expenses and revenues are accounted for and properly recorded
- d. Monitors the MNG budget to ensure that targets are being met and communicating any discrepancies to the Program Manager
- e. Ensure that programming guidelines related to artworks are updated, accurate and relevant to the related programs ie.
 - i. Project Approval Forms



- ii. Installation Outlines
- iii. Takedown Checklists
- f. Fulfill duties assigned in programming procedure manuals

3. Community Relations

- a. Develop and maintain partnerships within the local, provincial and national arts communities and organizations in conjunction with the Program Manager
- b. Promote exhibition activities to the community to encourage membership engagement
- c. Provide opportunities for membership feedback on gallery programming and communicating feedback to the Program Manager
- d. Participate in the strategic planning process to support the development of programming goals for the Marion Nicoll Gallery

4. Promotions and Communication Support

- a. Coordinate and oversee the production and dissemination of publicity materials, both print and electronic
- b. Provide exhibition materials to the communications team for promotional support
- c. Work with the communications team to develop a communications strategy for gallery programming
- d. Prepare a 'directors statement' to be included in the annual report/catalogue

5. Facilities and Operations

- a. Maintain project and storage workspaces including:
 - i. LRT



- ii. Cage
- iii. Exhibitions spaces (Main, LRT)
- b. Help maintain tools, equipment, shop spaces, maintenance supplies, standard inventory quantities, and art storage
- c. Confirm access to requested equipment/space/walls book walls

6. Exhibition and Inventory Support

- a. Assist in the planning, set-up, installation, tear-down and clean-up of exhibitions
 - i. Ensure all technical aspects of installation and exhibition strike are accounted for
- b. Ensure gallery spaces are prepared for exhibition, including when required:
 - i. Move and level plinths and walls
 - ii. Spackle and paint according to institutional standards
 - iii. Assist in gallery lighting design
- c. Provide guidance to artists and volunteers in the installation of work using safe and secure handling procedures and security techniques including:
 - i. Mount making
 - ii. Using adhesives and fasteners
 - iii. Installation of two and three dimensional work
 - iv. Installation of digital, electronic and multimedia work



7. Miscellaneous

- a. Write reports as requested to present to the Executive Director, Executive Committee, and/or Student Leadership Council
- b. Be able to work independently yet cooperatively with members of staff to ensure quality performance
- c. Complete other duties as assigned by the Program Manager
- d. Support general office visitor interaction