



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job identification

Job Title :	Coordinator, Curatorial Affairs
Division :	Curatorial Affairs
Supervisor:	Chief Curator
Status :	Contractual (3 years), full time (35h/week)
Posting period:	18 to 31 March 2019
Job entry :	As soon as possible

Job summary

The Canadian Centre for Architecture is an institution responsive to the cultural content of our time and whose mandate is 'architecture is public concern'. The whole curatorial area works consistently to develop and produce unpublished research, provocative exhibitions, critical publications and to build a collection that could enhance all the above in order to contribute globally to the current discourse on architecture. Curatorial Affairs at CCA include the following divisions: Collection, Programs, Publications and Research.

The responsibilities of this job include managing and coordinating the projects and administrative activities of the curatorial affairs while insuring the transversal coordination and communication of all curatorial activities throughout CCA. The incumbent liaises with the Chief Curator, the Director and curatorial divisions. The incumbent is responsible to support all administrative procedures and to report all curatorial affairs requests to both staff and external constituents with a high degree of efficiency, confidentiality and professionalism. To support the overall Curatorial Affairs mandate and operations, the incumbent needs to have an interest and in-depth understanding of the content involved.

Key responsibilities

Curatorial Affairs

- Assists with the preparation, administration, distribution, monitoring and completion of curatorial programs, project schedules and calendars with the Chief Curator, curatorial Directors, and Coordinators
- Drafts and prepares reports for Curatorial Affairs as needed
- Works in collaboration with the Administrative Coordinators in the planning/development of responsibilities, drafting of policies and contractual agreements, for projects in conformity with CCA policies and procedures
- Works with all Curatorial and CCA divisions to ensure the proper implementation of workflow(s)
- Ensures the monitoring of the curatorial budgets and reconciliation of invoices
- Liaises with collaborators, institutions, donors, and CCA staff on behalf of Curatorial Affairs
- Develops and maintains proper records management and institutional archives, documentation and metrics

Office of Chief Curator

- Performs the administrative duties of the curatorial affairs, more specifically the agenda and contacts (via CRM), arranges travel schedules, prepares the expense reports of the Chief Curator
- Collaborates in preparing visual presentations and executive summaries (for internal reports on overall curatorial affairs, and for Collection, Programs and Research Committee of the Board of Trustees)
- Coordinates and attends (if necessary) general meetings for various committees and workshops, as well as bi-weekly curatorial meetings (verifies the agendas, writes the minutes, produces reports and associated support materials, etc.)
- Manages all correspondence and performs follow-ups
- Responds to outside inquiries regarding curatorial affairs, CCA activities and holdings, and referring complex questions to the concerned divisions/staff
- Drafts and prepares texts, budgets and other supporting materials including their tracking, proofreading and filing for general day-to-day operations



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- Performs basic research tasks for curatorial affairs project's planning and preparation

Required qualifications

- Education: Bachelor's degree in a relevant field or studies in the management of cultural organisation
- Studies in art, architecture and/or architectural history an asset
- Number of years of relevant work experience: 3 to 5
- Fluency in French and English, spoken and written, ability to write and edit documents;
- Knowledge of the methodology of project, budget and timeline management;
- Knowledge of management software applications (MS projects, Basecamp, etc.)
- Knowledge and skills of contract drafting and negotiations
- Ability to work under pressure and to manage tight schedules
- Thoroughness and attention to detail
- High regards for all sensitive and confidential materials
- Flexibility to work in a multi-cultural and international mindset environment

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 31 March 2019.** Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).