



# BUILD A CITY. BUILD A FUTURE.

## Surrey Art Gallery Manager

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

Widely recognized for its award-winning education programs and exhibitions, Surrey Art Gallery has been a leading contemporary art institution for 50 years. The Gallery is committed to engaging the public in an ongoing dialogue about issues and ideas that affect our lives. This is a rare and exciting opportunity to serve and shape the future of Surrey Art Gallery, a “Class A” art museum, and one of British Columbia’s most respected public art galleries.

The future is bright in Surrey. Soon to be the most populous city in the province, the City of Surrey has bold plans to develop a vibrant downtown, with a new Interactive Art Museum (60,000 sq. ft.) serving as the signature cultural institution of the emerging City Centre Entertainment District. Expected to be five times larger than the current Surrey Art Gallery footprint within Surrey Arts Centre, the Interactive Art Museum will be a region-serving contemporary art institution featuring exceptional exhibitions, programs, and events.

The City of Surrey is looking for a dynamic and collaborative Gallery Manager to lead a talented team of curators, educators, programmers, instructors, and volunteers to deliver extraordinary exhibitions and programs reflective of the communities it serves, while continuing to focus on the Gallery’s future. You will champion access and inclusion, creativity, and artistic excellence, while fostering partnerships with artists, organizations, communities, and residents.

### EMPLOYMENT STATUS

Exempt – Regular Full-Time

### RESPONSIBILITIES

As Gallery Manager you will:

- Lead the institution’s programming and operations to meet or exceed national standards of excellence.
- Guide the development of the institution’s future, anticipating a new facility.
- Lead strategic planning initiatives and implement their objectives.
- Coach, mentor, and supervise senior staff.
- Connect and develop relationships with the public, arts and business communities and all levels of government.
- Prepare and manage annual operating budgets and document and develop business needs.
- Oversee fundraising activities, including grants, private sector sponsorships, and donations.
- Coordinate and participate in public relations and promotional activities regionally and nationally.
- Participate in City cultural planning initiatives, as a member of the Cultural Services leadership team.
- Serve Ex Officio to the Surrey Art Gallery Association Board supporting strategic planning work and board development.
- Prepare and deliver a range of presentations and reports on the Gallery’s operations and future to funders, City Council, Committees, etc.



# BUILD A CITY. BUILD A FUTURE.

## QUALIFICATIONS

- A university degree in a related discipline (arts, cultural management, art history, museum studies, etc.). Graduate level education is an asset.
- Minimum of five years of progressively responsible experience in the delivery of cultural programs and services, including facility management and staff supervision.
- A deep and broad knowledge of contemporary arts and the regional and national arts communities and emerging trends and practices.
- Demonstrated ability supervising and managing a large and high performing staff team.
- Strong ability to build and maintain positive relationships with diverse range of staff, community stakeholders, artists, arts organizations, and the general public.
- Demonstrated ability authoring reports, grant applications and delivering presentations for a broad range of audiences.
- Strong strategic thinking, research, analytical, project-management and problem-solving abilities.
- Sound knowledge of budget management, planning and forecasting.
- Experience with cultural infrastructure projects and long-range planning.
- Knowledge of collective agreements and managing in a unionized environment
- Ability to work in a fast-paced environment and prioritize competing demands.
- Experience working in a municipal environment is an asset.

## Additional Info

### About Surrey Art Gallery:

Founded in 1975, Surrey Art Gallery presents contemporary art by local, national, and international artists, including digital and audio art. Recognized for its award-winning programs, the Gallery engages children through to adults in ongoing conversations that affect our lives and provides opportunities to interact with artists and the artistic process. The Gallery is located at 13750 88 Avenue in Surrey on the unceded territories of the Salish Peoples, including the Katzie, Kwantlen and Semiahmoo nations. Surrey Art Gallery gratefully acknowledges operating funding from the City of Surrey, Province of BC through BC Arts Council, Canada Council for the Arts, and the Surrey Art Gallery Association.

## Other Information

Pay Range: M2 - \$108,999 - \$128,234.

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6737