



Mercer Union, a centre for contemporary art
Director & Curator
March 2023

Schedule A - Job Description

A. Introduction

The Director & Curator of Mercer Union reports to the gallery's Board of Directors (the "Board") on all matters pertaining to operations (including staff and office management), finance, programming, special projects, fundraising, publications and any other issues related to Mercer Union. The Director & Curator is responsible for proper management in accordance with the principles of the non-profit artist-run centre, the gallery's current programming priorities and future financial and organizational goals. The Director & Curator has the responsibility of managing Mercer Union staff through collaboration, delegation, and mentorship.

The Director & Curator is responsible for ensuring the completion of the following activities:

A. 1. Artistic and Strategic Leadership

- Leading the organization to realize an ambitious and dynamic vision for the gallery that relates to the organization's strategic goals and values.
- Ensuring Mercer Union formulates and implements imaginative and compelling programs aligned with our values of artistic expression, risk-taking, equity, collaboration, and support with original formats and artist-centred approaches.
- Directing the development and delivery of an innovative and exciting artistic and discursive program for audiences in Toronto, Canada, and internationally, both online and in person.
- Evaluating current and long-term needs to determine the most efficient and effective use of resources.
- Reporting to the Board of Directors on the organization's activities and progress against strategic priorities.
- Leading the cultivation and stewardship of strategic relationships including with donors and funders to generate and maintain support for Mercer Union's programs and operations
- Leading the development of all policies and procedures in collaboration with the Board of Directors.
- Providing leadership to the staff, encouraging a collaborative and equitable working culture
- Nurturing and cultivate partnerships with artists, communities, and arts organizations locally, nationally, and internationally.
- Representing the institution to the outside community, in particular with artists, scholars, community leaders, patrons, and funders, and other individuals involved with the history of Mercer Union.

A. 2. Programming

- Setting the long-term curatorial vision for Mercer Union in alignment with the strategic plan and organizational values.
- Contributing original research in contemporary art to the exhibition, commissioning, and discursive program.
- Developing and overseeing exhibition production.
- Developing short- and long-term budgets for the artistic program including exhibitions, publications, and discursive programs.
- Managing budgets for exhibitions, publications, and discursive programs.
- Developing concepts and conduct necessary research in preparation for exhibitions and commissions, including studio visits with artists, travel, and primary scholarship.



- Overseeing the coordination of exhibitions, including negotiating and administering contracts, coordinating exhibition shipping, insurance and equipment needs, installation, maintenance, and de-installation, etc.
- Developing programs, for example education programs, screenings, lectures, and off-site/online projects.
- Overseeing the coordination of public programming including program and event development, coordination, execution, and dissemination.
- Overseeing maintenance of the gallery space and equipment, including garbage/installation debris removal, recycling, and coordinating renovations and upkeep.
- Utilizing research, travel, and professional development funds, when available, for the promotion and expansion of Mercer Union's mandate to work with artists and curators on a national and international scale.

A. 3. Operational Management

- Developing the vision for the organization's operation and guiding short and long-term operational planning in collaboration with the Board.
- Developing the business plan and development strategy along with projected and current budgets in collaboration with the Board.
- Developing and implementing policies and procedures related to operations.
- Managing relationships with federal, provincial, and municipal funding bodies.
- Creating and monitoring Board manuals, terms of office, Board and committee descriptions, and orienting all new directors to the organization, in collaboration with the Board.
- Developing annual meeting calendars and agendas with the President of the Board, ensuring all meeting materials are circulated, and coordinating the logistics of Board and committee meetings.
- Negotiating and administering all operational contracts.
- Managing employee health benefit plans and negotiating all related contracts.
- Negotiating and managing all real estate lease contracts in collaboration with the Board.
- Monitoring and maintenance of office equipment and supplies.
- Maintaining the operational files and related organizational systems.

A. 4. Fundraising

- Developing and executing a multifaceted income generation and fundraising strategy that builds community, civic support, and trust, along with financial security.
- Leading annual fundraising campaigns. Being active in fundraising activities through various external relations initiatives and strategic stakeholder engagements. Investigating and developing new methods for raising revenue.
- Nurturing and cultivating contacts with existing and potential donors, sponsors, and members, both individual and corporate.
- Overseeing the preparation of all operational, capital, project, and employment grants from governments, foundations, corporations, and private entities.
- Overseeing the preparation of all grant reports ensuring that financial and statistical reporting is accurate.

A. 5. Financial Management

- Developing and setting financial priorities and goals through short and long-term planning in collaboration with the Board.
- Developing annual budgets in collaboration with the Board and seeking Board approval of major expenditures and changes to approved budgets.



- Presenting complete financial reports to the Board quarterly, along with monthly financial status updates including evaluations and variances in order to keep the Board apprised of the gallery's financial health and to help set financial priorities.
- Managing finances, including cash flow, anticipated revenues and expenditures, and all other financial activities.
- Overseeing the fiscal year-end, including the preparation of financial statements for review by an independent auditor.
- Overseeing bookkeeper, who has oversight of monthly statements and bank reconciliations, monthly payroll deductions, annual summary of remuneration paid, paying bills and invoices, performing banking tasks, maintaining petty cash, issuing tax slips and records of employment, sales tax filings, and the preparation and submission of the annual return.
- Keeping the Treasurer abreast of any financial issues as they arise and develop.
- Overseeing the financial well-being of the organization by evaluating the funding status of artist-run centres in Ontario and Canada, anticipating major changes to funding at Mercer Union and seeking alternative paths for the organization's financial sustainability.

A. 6. Staff Management

- Promoting a positive and equitable team environment driven by open communication and collaboration.
- Supervising two to four direct reports, including an Assistant Curator and an Audience Development Coordinator. Provide management, guidance, mentorship for each in managing their portfolio.
- Engaging in effective performance management for staff that includes annual goal setting, coaching, ongoing feedback, developmental opportunities, and evaluation.
- Ensuring the adherence and effectiveness of personnel policies.

A. 7. Publicity and Marketing

- Developing annual marketing and promotional plans.
- Overseeing content for gallery communications including exhibition texts, essays, website, newsletters, and other marketing and communications platforms.
- Overseeing all marketing and PR, including press releases, press packages, communications with the media, and the press and mailing databases.
- Liaising with media and actively raising the profile of the organization locally and internationally.
- Overseeing the production and distribution of all exhibition brochures including commissioning writers, copy-editing process, and dissemination.

A. 8. Responsibilities to the Board

- Reporting to and being responsible to the authority of the Board.
- Attending meetings of the Board and reporting on the organization's activities.
- Attending meetings of all committees on which the Director & Curator is an ex-officio member.
- Keeping the Board abreast of any internal issues, conflicts, or problems and working collaboratively to find mutually agreeable solutions.
- Performing additional duties within the general framework of the position as agreed upon with the Board.