

Catriona Jeffries

Associate Director: Collections

Catriona Jeffries is now accepting applications for the position of Associate Director: Collections to start Fall 2021 in Vancouver, Canada.

Deadline: September 3, 2021

Job Description:

Associate Director: Collections is a full-time position that will work directly with private, public and museum collections in the communication and translation of gallery artists' practices. This position will maintain, develop and grow relationships with collectors, advisors, curators and institutions; administering acquisitions by museum and private collections in relation to the gallery's exhibitions, art fairs, and artists' exhibitions.

Qualifications:

The candidate will have demonstrated exceptional organizational, written and social communication skills, the ability to excel in a fast-paced environment, and a thorough knowledge of art history and the contemporary international art world. They will be able to clearly communicate the artists' practices and develop comprehensive knowledge of the historical, material and conceptual structures of the work. An undergraduate or postgraduate degree in art history, curatorial studies or visual arts is expected. Prior experience in a contemporary gallery or museum and fluency in additional languages is an asset. Proficiency in a Mac OS environment is expected. Remuneration is commensurate with qualifications and experience and the position includes a six-week vacation period.

How to apply:

Please send a cover letter detailing your qualifications and experience, as well as your resume in a single PDF format by e-mail to gallery@catrionajeffries.com, subject "Associate Director: Collections" by September 3, 2021. No telephone inquiries please, only successful applicants will be contacted.

Vancouver

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