

NEUTRAL GROUND

Artist-Run Centre

Neutral Ground is accepting applications for:

CURATORIAL ASSISTANT

ABOUT NEUTRAL GROUND ARTIST-RUN CENTRE

Launched in 1982, Neutral Ground Artist-Run Centre is a non-profit organization dedicated to developing opportunities for artists and engaging the public with emerging, experimental, multidisciplinary artistic practices. Neutral Ground is located in oskana ka-asastēki, also known as Regina, Saskatchewan. Primarily a public gallery, Neutral Ground operates on Treaty 4 land, which encompasses the territories of the nēhiyawak, Anihšīnāpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation.

SUMMARY OF POSITION

Under the supervision of the Director/Curator and Gallery Assistant, the Curatorial Assistant is a 9 week term position between June to August 2025, pending funding by Canada Summer Jobs for 30 hours per week at \$18/hour. The Curatorial Assistant works primarily on-site (Neutral Ground is located at 1835 Scarth Street, Regina SK) during regular gallery hours (Wednesday-Friday: 11am - 6pm, Saturday: 12-3pm) with the addition of supporting special events that occur outside of NG's regular gallery hours.

KEY RESPONSIBILITIES

The Curatorial Assistant is responsible for the planning, and execution of an independent curatorial project for Neutral Ground's Window Gallery. The student will work on-site, alongside the Director/Curator and Gallery Assistant providing support for day-to-day gallery operations and working towards their curatorial project for launch in August. This will include conducting research, corresponding with artists, composing a curatorial text, and coordinating the installation of the work.

The Window Gallery is a 15 feet long, over 6 foot high street-facing display vitrine, located in front of Neutral Ground's Main Gallery. In addition to being viewable from inside the F.W. Hill pedestrian mall, it also remains visible 24/7 from Scarth Street. Within the first few weeks of this position, the successful applicant will propose local artists to the Director who will work directly with the Curatorial Assistant to develop a work plan for the realization of their curatorial project.

The Curatorial Assistant will work on-site, alongside the Director/Curator and Gallery Assistant providing support for day-to-day gallery operations:

- Maintaining the safety and security of gallery exhibitions
- Fostering a welcoming and engaging atmosphere for visitors by providing meaningful and question-led interactions
- Answering general inquiries, in person, over the phone, and online
- Assisting in the maintenance of the facilities and the gallery spaces, including regular cleaning
- Assisting in exhibition installations, as needed
- Support the delivery of programming events, such as workshops, artist talks and receptions
- Maintain and update NG's social media accounts and website as necessary

ORGANIZATION ENVIRONMENT

Neutral Ground's administrative office is located in a mezzanine space; access to the office is via one flight of straight stairs. Neutral Ground is an equal opportunity employer. Candidates with disabilities will receive accommodation throughout the hiring process upon request.

Neutral Ground is committed to diversity and inclusion. We encourage applications from candidates who are members of racialized communities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and those with the skills and knowledge to productively engage within diverse communities.

QUALIFICATIONS

The ideal candidate may be enrolled in or a recent graduate of Art History, Visual Arts, or Curatorial Studies at the university level. Neutral Ground recognizes lived experiences as a valuable source of knowledge and also encourages candidates who have received training or expertise in realms of visual art outside of traditional academia.

COMPETENCIES

- Ability to work both independently and collaboratively as part of a small team
- Interest in and understanding of Canadian contemporary visual arts
- Competency using computer software such as GSuite and Adobe Creative Suite
- Working knowledge of content management systems such as WordPress
- Interest in artist-run spaces and/or non-profit organizations
- Ability to perform physical tasks such as mopping, painting, and moving artwork and plinths
- Comfortability operating power tools is an asset, but not essential

Canada Summer Jobs Eligibility Requirement:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

HOW TO APPLY

Application Deadline: 11:59pm on May 15, 2025

Target Interviews Dates: May 26 - 30

Target Start Date: June 16, 2025 (flexible)

Compensation: \$18 / hour

Term: 9 week term position, June - August 2025

Hours: 30 hours / week

Please submit the following via email with the subject line “2025 Curatorial Assistant Position” to:
program@neutralground.sk.ca

- One page Cover Letter expressing your interest, experience, and capacity to meet the listed job duties;
- Resume (maximum 3 pages);
- The names, relationship to and contact information for 2-3 references who can speak directly to the required job competencies.

Neutral Ground thanks all applicants for their time and interest in this position, though only those selected for an interview will be contacted. Please also be aware that NG’s ability to offer this position pends funding. The term length could also be subject to change pending funding.