

OUTLINE OF KEY PERFORMANCE OBJECTIVES: Curator, Arts Atlantic Symposium

PHASE 1: FRAMEWORK (Aug through October 2021)

The curator's responsibilities will include:

	CONFERENCE		FESTIVAL
1.	Developing the critical framework for the conference.	1.	Developing the critical framework for the public artwork to be presented.
2.	Developing conference programming in consultation with regional arts organizations.	2.	Contacting arts organization in the region to invite collaboration on festival components (i.e. Atlantic Art at Night Festival Alliance).
3.	Developing panel topics and formats.	3.	Developing festival programming in consultation with regional arts organizations.
4.	Developing a call for presenters.	4.	Developing a call for public workshop leaders.
5.	Working with the Committee to select presenters, keynote speakers, panellists, and workshop leaders.	5.	Selecting public workshops.
Ongoing / General			
6.	Initiating dialogue with municipal partners re public venues, street closures, etc.		
7.	Venue and accommodation planning, etc.		
8.	Engaging with regional organizations to heighten awareness of the AAS and disseminate a call for presenters		
9.	Developing a detailed budget for remuneration of conference and festival presenters including CARFAC fees, travel, and accommodations.		
10.	Developing and submitting grant applications in conjunction with the ED.		
11.	Develop a job description and coordinate a call for AAS Marketing Coordinator to oversee promotion and sponsorship.		
12.	Develop a job description and coordinate a call for AAS Festival Coordinator to oversee music and other public performances not overseen by the curator.		
13.	Meet with funders and stakeholders in conjunction with the ED.		

At the completion of Phase 1, the curator will submit a report to the Committee that will contain a conference plan outlining activities, timeline, and proposed participants.

PHASE 2: PREPARATION (October through December 2021)

The second phase of development will solidify the conference and festival components. Responsibilities of the curator will include:

CONFERENCE		FESTIVAL	
1.	Confirming conference presenters, workshop leaders, panellists, and performers	1.	Confirming festival content (workshops, performances, etc.)
2.	Developing a promotional plan for the AAS.	2.	Confirming plans with municipal departments
3.	Developing public facing material for the conference: promotional, logistical, registration.		
Ongoing / General			
4.	Updating the AAS website.		
5.	Responding to enquiries about the AAS.		
6.	Draft a working schedule for the AAS (conference and festival).		
7.	Dissemination of public facing material for the conference as available (promotional, logistical, registration), in collaboration with the Marketing Coordinator.		

PHASE 3: IMPLEMENTATION (Jan. 2022 through Aug. 2022)

Phase 3 will include the implementation of the Conference and liaison with Festival Coordinator and Marketing Manager for the roll out of Festival and Symposium as a whole. The responsibilities of the curator will include:

1.	Detailing the schedule for the conference (timing, venues, technical requirements)
2.	Scheduling conference presenters, panellists, performers, and workshop leaders.
3.	Liaising with the Festival Coordinator in the production of the performance-based works for the conference.
4.	Working with the Staff and volunteers to set up the conference equipment.
Ongoing / General	
5.	Working with the Marketing Coordinator to implement the promotional plan for the AAS.

6.	Working with the Festival Coordinator re details of the festival schedule
7.	Working with ArtsLink NB staff and volunteers to set up the public art projects.
8.	Conducting media interviews in conjunction with featured artists.
9.	Dissemination of public facing material for the conference: promotional, logistical, registration (ongoing)
10.	Updating the AAS website.
11.	Responding to enquiries about the AAS.
Assessment and Debriefing	
12.	Developing a survey to be shared with AAS delegates and presenters and the public seeking input for future events.
13.	Undertaking symposium debriefing to the Symposium Committee, which will include listing positive elements and potential weaknesses for future conferences.