

MEMORANDUM OF AGREEMENT
Instructional Associate Job Description (Arts)

C.3 Arts

The Instructional Associates are academically responsible to the Department, through its Chair, and administratively responsible to the Dean.

C.3.1 Instructional Associate in Visual Art (Gallery and Studio Coordinator)

- a) Oversee and perform installation and deinstallation of exhibitions in the gallery.
- b) Support studio space maintenance in Ceramics, Printmaking, Drawing, Painting, Foundations, and Indigenous art
- c) Perform maintenance, restoration, and technical support for the gallery
- d) Maintain inventory of studio and gallery supplies
- e) Assist in ordering and organizing supplies in conjunction with professorial Members
- f) Provide assistance in research and creative projects related to the gallery and studios, and assist and collaborate with internal and external partners as determined by the Department
- g) Supervise student hires such as the gallery assistants and Young Canada Works student gallery interns
- h) Supervise and support students working in the gallery and studios, assist students with technical equipment and processes for art production
- i) Develop promotional materials and signage for exhibitions, update gallery website and social media
- j) Lead workshops for students in the professional activities related to producing an exhibition
- k) Develop public educational tools and opportunities related to gallery presentations and provide outreach to facilitate tours and workshops
- l) Serve as the Department's representative for Workplace Hazardous Material Information System (WHMIS) on campus
- m) Such other appropriate duties as may be assigned by the Dean and as recommended by the Department through consultation with the incumbent.



On behalf of BUFA

Print name: Gautam Srivastava

Date: May 5, 2026



On behalf of BU

Print name: _____

Date: May 6, 2026