

## **Contract for Curator**

### **Terms of Service – January 1, 20XX – December 31, 20XX**

Thank-you for agreeing to contract with the NAME OF GALLERY for the identified period of service.

We have agreed that you will undertake the following commitments for *NAME OF GALLERY*:

#### **Exhibition Curation and Coordination:**

To curate, coordinate, plan and present visual art exhibitions and public programming activities:

- Recruit new artists and curators for exhibition proposals at *NAME OF GALLERY*.
- Develop concepts for exhibitions, providing proposals in writing with examples of artwork to the *Gallery Committee*.
- Develop necessary relationships with artists and encourage their participation in exhibitions.
- Perform installation and take-down duties related to all curated and juried exhibitions, including artwork, labels, signage and appropriate display and lighting for the shows.
- Coordinate the drop-off and pick-up of all work from participating artists for exhibitions and communications with all participating artists.
- Work closely with *Gallery Committee* to review exhibition proposals and communicate with artists and curators applying for shows including acceptance/rejection letters from Gallery Committee reviews.
- Assist with recruitment of volunteers and gallery-sit when necessary.
- Assist with promotion of exhibitions, outreach programming via both traditional and social media.
- Assist with hospitality for openings, talks and other special events.
- Documentation of exhibitions for archival purposes & grant reporting.
- Attend gallery events and openings as requested.

The terms of this contract are:

- 1) You are an independent contractor, responsible for your own taxes and insurance.
- 2) Your title is *Curator – NAME OF GALLERY*.
- 3) Your base rate will be \$X,XXX for each exhibition.
- 4) While we understand that the hours for each project may fluctuate, it is expected that approximately XX hours per month will be devoted to the above-stated tasks.
- 5) You are encouraged to attend meetings as appropriate and spend time on-site at *NAME OF GALLERY* to accomplish your expected duties.
- 6) Administrative support and budget requests should be handled through the Director in writing via email.
- 7) Invoices should be submitted on a project-basis and will be paid at the end of each project.
- 8) This contract commenced on January 1, 20XX and will conclude on December 31, 20XX. At that time, the contract can be renewed, revised or terminated by the parties. Either party may terminate this contact with a 30-day written notice, for negligence or gross misconduct.

Compensation is as follows:

- Payments of \$X,XXX for each curated exhibition at NAME OF GALLERY
- Payments will take place following the successful completion of each exhibition with a written invoice.

ACCEPTED BY:

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NAME OF CURATOR, Independent Contractor

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Date

FOR NAME OF GALLERY:

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NAME OF GALLERY, Director

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Date