

# Art Selection Committee

## Terms of Reference

### Authority

The Art Selection Committee and its Terms of Reference operate under the authority of the Director ('the Director') of the Culture and Heritage (CH) Division of the Department of Education Culture and Employment (ECE), Government of the Northwest Territories (GNWT). The Director also serves as Director of the Prince of Wales Northern Heritage Centre (PWNHC). Any changes made to this Terms of Reference will be approved by the Director of CH and the Deputy Minister of ECE.

### Purpose

The PWNHC is operated by the Culture and Heritage Division of GNWT. While the PWNHC is widely known as the territorial museum, it also houses the Mezzanine art gallery space. Professionally curated art exhibitions in the Mezzanine help raise the profile of NWT artists, which can translate into opportunities for additional arts funding and exhibitions in southern museums and galleries.

The function of the Art Selection Committee is to:

- Review art exhibit proposals for the Mezzanine gallery space at the PWNHC;
- Use evaluation criteria to select future art exhibitions, typically for a one-year period (two exhibits of six months each);
- Present recommendations to PWNHC's internal Experience Working Group (EWG), composed of PWNHC staff who will advise the Committee regarding the feasibility of its selections; and,
- Send final recommendations to Director for approval.

Artwork exhibited in other locations of the museum (eg. Feature Gallery) will typically be selected through a different process. Some dates in the Mezzanine schedule may be blocked off in advance for in-house exhibits.

### Composition

The members of the Art Selection Committee shall include:

1. The Assistant Director (chair)
2. Senior Exhibit Designer
3. Manager of Museum Collections
4. Curator, Heritage Education and Public Programs (HEPP)
5. Manager of Community Cultural Development
6. Two members of the NWT Arts community (nominated by the NWT Arts Council, to be replaced every two years, with overlapping tenure)

Guests may attend at the invitation of the Chair. Substitutions may be permitted, with approval by the Assistant Director.

## **Roles and responsibilities**

The PWNHC Assistant Director is the Chair and a member of the committee. The Chair of the Committee is responsible for:

- Acting as the point of contact for Mezzanine artist/artisan applicants;
- Acting as committee secretary (calls the meetings, sets the agenda, and prepares meeting materials);
- Coordinating the committee adjudication process and ensuring that consensus amongst members is achieved; and,
- Acts as a liaison between Art Selection Committee and PWNHC staff members.
- Reviewing the selection criteria and adjudicating Mezzanine exhibit applications in order to recommend two exhibitions per year in PWNHC's Mezzanine Art Gallery space; and,
- Suggest revisions to Mezzanine art selection criteria as required to be approved by PWNHC Director.

## **Selection of community members**

NWT arts community representatives must be NWT residents who will be selected by the NWT Arts Council from a shortlist of candidates. They will be paid a fee for their contributing role.

Whenever possible, these two positions should be filled by artists, curators, arts educators or arts-adjacent supporters, one from Yellowknife and the other from another NWT community, respectively. A shortlist will be derived from a public call for expressions of interest, initiated biannually by the Assistant Director.

## **Administrative support**

The Assistant Director shall provide administrative support to the Committee, including:

- Working with ECE Public Affairs to advertise art selection deadlines and promote exhibits;
- Managing inquiries related to the art selection application and process;
- Assembling the meeting agenda;
- Scheduling meetings of the committee; and
- Recording consensus-based decisions.

## **Quorum**

The committee should not proceed without at least five members. One must be either Assistant Director or Senior Exhibit Designer and a minimum of one community member at large.

## **Meeting schedule**

Virtual meetings will be scheduled no more than four times per year.