



## Request for Proposal (RFP)

### Cultural Connector (Contract Position)

#### 1. Overview

The Britannia Community Services Centre Society is seeking proposals for a Cultural Connector with demonstrated experience in the planning, coordination, and facilitation of exhibitions and related activities at the Britannia Art Gallery, which serves the Downtown Eastside, Strathcona, and Grandview-Woodland neighbourhoods.

This role is grounded in relationship-building, care-based practice, and community connection. The Gallery Lead (Cultural Connector) works to support inclusive, accessible, and culturally safe spaces where art and community come together, with particular attention to artists and voices that have historically been marginalized or underrepresented.

This includes supporting the visibility and resurgence of Indigenous artists, other equity-denied artists, and local artists living within the Gallery's catchment area, from Burrard Inlet to Grandview Highway and from False Creek and Abbot Street to Nanaimo Street.

The Gallery Lead (Cultural Connector) supports artist selection, communication, coordination, and public engagement processes in alignment with the Gallery's Operating Guide, governance structures, and partnerships.

#### 2. Britannia Art Gallery Details

- **Located in the Vancouver Public Library Britannia Branch**
- **Operated by the Britannia Community Services Centre Society**
- **Exhibitions every 2 months that include an opening and artist engagement**
- **Coordinate exhibitions every 2 months in public accessed alcoves in the pool building**

#### 3. Scope of Work

##### Exhibition Planning & Coordination

- Support the coordination of exhibitions and related activities within approved schedules and capacity.
- Implement exhibition plans in alignment with Gallery decisions, policies, and partner requirements.
- Promote and advocate the gallery vision and mission and align with Society principles and events.

##### Artist Communication and Care

Support respectful, clear, and timely communication with artists, programmers and partners throughout exhibition development and delivery, including:



T 604 718 5800 F 604 718 5858  
1661 Napier Street Vancouver BC V5L 4X4  
[britanniacentre.org](http://britanniacentre.org)



- Sharing logistical information needed for planning exhibitions, workshops, or talks (e.g., space dimensions, timelines).
- Coordinating installation activities in accordance with Vancouver Public Library (VPL) guidelines and in communication with relevant staff.
- Supporting artists during installation and deinstallation, including confirming equipment needs, signage, labels, and print materials where applicable.
- Coordinating schedules for installations, workshops, artist talks, Society brochures and related events with artists, VPL staff, and internal partners.

### Promotion, Engagement & Communications

- Support or host exhibition openings, artist talks, workshops, or related events **as capacity allows**, in coordination with partners and volunteers where applicable.
- Coordinate documentation of exhibitions and events, including photographs and basic records, in alignment with Gallery policies and artist agreements.
- Support the development and sharing of promotional materials and digital content related to exhibitions and artists.
- Assist with publicizing upcoming exhibitions through Gallery and partner platforms.
- Share artist-provided content for use on approved platforms, such as the BAG website, Britannia Community Centre channels, and social media.

### Community & Partner Liaison

- Support respectful use of shared public spaces, ensuring program areas are left clean, orderly, and secure in accordance with VPL and Centre policies.
- Coordinate equipment care and report maintenance needs within approved budgets.
- Report incidents, accidents, or damage to the appropriate staff member in accordance with Gallery procedures.
- Contribute to integrated community arts programming through coordination and relationship-building with:
  - the Community Arts Programmer at Britannia Community Centre
  - the Arts & Culture Committee
  - Vancouver Public Library staff
  - Britannia schools and community partners

### Accountability, Documentation & Reporting

- Track basic exhibition-related expenses and submit documentation as required.
- Support timely processing of artist payments in alignment with approved budgets and schedules.
- Contribute to annual budget planning discussions as requested.
- Attend Arts & Culture Committee meetings as required.
- Prepare brief written or verbal updates on exhibitions, attendance, engagement, and notable outcomes for internal reporting and learning purposes.





## Skills, Knowledge & Abilities

- Maintain professional conduct aligned with Britannia Art Gallery policies, values, and procedures, including respectful interactions with artists, staff, partners, and the public.
- Strong communication and relationship-building skills.
- Experience working with artists and community-based arts programming.
- Familiarity with equity-based, trauma-informed, and culturally responsive practices.
- Basic administrative and coordination skills.
- Comfort using common digital tools for communication and simple design (e.g., Canva or similar platforms).

## 6. Contract Value

The total contract value for this position is **\$21,000 CAD**, inclusive of all fees, excluding pre-approved expenses.

Payment will be tied to milestone deliverables as outlined in **Appendix A – Cultural Coordinator Role Description**.

## 7. Proposal Requirements

- Profile and relevant experience
- Examples of past events
- Proposed approach and timeline
- Fee acknowledgment (fixed contract)
- References (2–3)

## 8. Timeline

- **RFP Issued:** April 21, 2026
- **Proposal Deadline:** May 25, 2026
- **Selection Notification:** June 30, 2026
- **Contract Start Date:** TBD

## 9. Submission

Submit proposals to:  
Marina Montiel – Office Administrator  
britannia\_hiring@vancouver.ca  
The Britannia Community Centre Society

Subject: *RFP – Cultural Connector*



T 604 718 5800 F 604 718 5858  
1661 Napier Street Vancouver BC V5L 4X4  
britanniacentre.org

# BRITANNIA ART GALLERY CUTURAL CONNECTOR

## Cultural Connector Role & Responsibilities

- **BRIDGE BUILDER** Builds relationships with Artists, Britannia, VPL, VSB and the community. As cultural steward who supports artists, it is important to reflect community voices, while supporting the Britannia Art Gallery mission and VPL Britannia Branch.
- **DEVELOPS** Coordinates exhibition themes that are inclusive, meaningful, and rooted in the local community to ensure representation of all folks and voices.
- **SELECTS ARTISTS** Selects artists and artworks through an open, transparent, and equitable processes that is supported by the Arts Committee the mission, with consideration of the Artist's intent, VPL Britannia Branch context and community impact.
- **RELATIONS WITH ARTISTS & ARTS COLLECTIVES** Develops healthy respectful transparent relations with the Artists and/or Collectives. Professional communication must be maintained at all times. This includes in the vision of promotions, marketing, Cultural Connector statements, and any case of public criticisms, screening process or reimagining.
- **CURATORIAL STATMENTS** Responsible for writing Cultural Connector statements and wall texts that support accessibility and understanding of the show this is required for all communication, including when sharing with Britannia Committees and the VPL Britannia Branch.
- **INSTALLATION** Responsible for the installment, labels, promotion and takedown of an exhibit. This includes planning, purchasing of needed materials within budget and full transparency with the vision respectfully with the Artist. Appropriate exhibition of art.
- **ADMINISTRATIVE WORK** Responsible for the Maintenance of the Gallery, Art Exhibit schedule, timelines, budget, invoices, reimbursements, submitting cheque requests and dispensing fees. Maintain clear respectful and transparent communication with the Arts & Culture Programmer, Committees and the VPL Britannia Branch.
- **ART SHOW OPENINGS** Coordinates the scheduling, planning, coordinating the Art Opening, including the Artist in attendance, developing the program, promotions, marketing, Hosting the Opening, Land acknowledgement, installation, refreshments and creating a safe and welcoming environment. When required ensuring Cultural protocols are upheld. The Cultural Connector must maintain a professional manner at all times when in public when hosting, including dress code.
- **BRITANNIA PROGRAM GUIDE** The Britannia program guide submission for the upcoming exhibits must be submitted 3 months in advance to ensure it is in the guide. Work with the Arts & Culture Programmer to ensure it has been finalized.

# BRITANNIA ART GALLERY CULTURAL CONNECTOR

## Cultural Connector Role & Responsibilities

(Continued)

- **ASSISTS ARTS & CULTURE PROGRAMMER** Assists the Arts & Culture programmer when requested to write grants as needed, oversee grant related special project and support in all aspects related to the Gallery and/or Alcoves.
- **ALCOVES** Works collaboratively with the Arts & Culture Programmer on the vision, mission, scheduling or art installations of the Britannia Alcoves. This role may at times be in collaboration with other Britannia Community Society Programmers and Partners.
- **WHEN THERE IS HARM** the Cultural Connector is responsible for clear and prompt respectful communication with the Arts & Culture Programmer, Britannia Management Team and the VPL Britannia Branch if harm has occurred. As a team the Cultural Connector will work together to support meaningful prompt solution as a group and note solely as we work together to support restoration, accountability and learning.
- **CONFIDENTIALITY** Maintains confidentiality when working with Britannia Community Centre as the Cultural Connector work closely with artists, staff, and community members and may have access to personal, cultural, or sensitive information. Maintaining confidentiality protects trust, dignity, and safety within the gallery space. Internal Artist selections, and conversations are to be confidential and not shared on social media, through public statements, please see the Whistleblowing Policy.
- **COMMITTEES** Attends the Arts & Culture Committee actively participating and building relationships with volunteer community members, when requested to attend the Anti-Racism & Anti-Oppression Committee and/or Reconciliation in Action Committee or any other Britannia Committee when relevant.
- **MONTHLY REPORTS** The Cultural Connector will submit monthly reports to the Arts & Culture Programmer of the most recent shows and schedules to be shared and discussed at the Arts & Culture Committee.
- **ARTIST TALKS & WORKSHOPS** Coordinates, schedules special events that include Artists, the Community when needed or requested to deepen learning, unlearning and support.
- **ARTIST/SHOW PROFILE/EXHIBIT** Update the BAG Website and work collaboratively with the Artist and/or Collective to include the Britannia Communications team. Regular sharing of information will include, the Art exhibit intent, disclaimers, or warning when needed, Artist Biography and content. Including Exhibit Schedule and Marketing of upcoming exhibits, artist talks and workshops through poster making.

WORKING TOGETHER GUIDE

PAGE TWO

hello..

## BRITANNIA ART GALLERY CULTURAL CONNECTOR

### Cultural Connector Role & Responsibilities

(Continued)

- **BUDGET** The Culture Connector is accountable for managing the Art Gallery budget working closely with the Arts & Culture Programmer. Ensuring we stay within budget.
- **SUPPLIES** Ensuring that Exhibits have the supplies needed for installation in advance. Staying within budget. Purchase of supplies can be reimbursed or prior arrangement with the Arts & Culture Coordinator to purchase items required.



T 604 718 5800 F 604 718 5858  
1661 Napier Street Vancouver BC V5L 4X4  
[britanniacentre.org](http://britanniacentre.org)