



## **JOB POSTING: Gallery Assistant** (Summer Student Position)

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Up to 5 positions

Rate of Pay: \$12/hr, 35 hours/week

Duration: between 10 and 16 weeks (dates to be solidified upon confirmation of funding)

Projected start-date (negotiable): May 1<sup>st</sup>

### **Tasks and Responsibilities:**

The Comox Valley Art Gallery is seeking applications for Summer Students. The *Gallery Assistant* position reports to the Curator and provides support in all areas of gallery operations, including installing artwork, developing promotional material, documentation, assisting with the development of workshops and community projects, office administration, reception and public relations.

### **Requirements:**

The ideal candidate will be studying visual arts, arts education, cultural management, graphic/media design, arts administration, or a related field of study. The candidate must have a strong commitment to art, to the arts community, and to customer service, and should be familiar with basic computer and word processing skills (MS office). Familiarity with Creative Suite, photography, website platforms and digital XLR cameras/ video cameras is an asset. Other assets include familiarity with art exhibition/installation, use of hand-tools, site preparation/painting, documentation, and the production of promotional material. The ideal candidate will have an enthusiastic attitude about the contribution of the arts to the community, strong organizational skills and excellent oral and written communication skills.

Funding for these positions has been applied for through federal programs - Young Canada Works and Canada Summer Jobs. Eligible applicants must fit with program guidelines – they must be full-time students between 15 and 30 years of age who intend to return to their studies in the next school year.

\*Position dependent upon funding approval.

To apply for this position, email your resume and cover letter to Sharon Karsten: [director@comoxvalleyartgallery.com](mailto:director@comoxvalleyartgallery.com) by May 05, 2017.