



580 DUNCAN AVENUE
COURTENAY BC V9N 2M7

PHONE 250.338.6211
HOURS TUES-SAT 10-5

STUDENT JOB POSTING — GALLERY ASSISTANT

The Comox Valley Art Gallery is seeking applications for Art Gallery Assistants. To qualify, you must be between the ages 15 to 30. **The application deadline is June 30.**

The hourly wage is \$14.60. The work week is variable, and may include part time work after the summers; details will be arranged successful applicants.

The Art Gallery Assistant will report to the Curator or the Executive Director, and will provide support in all areas of gallery operations, including installing artwork, developing promotional material, documentation, gallery maintenance, office administration, reception and public relations.

Tasks will include:

- support for education and outreach events for school and group visits;
- maintaining the physical plant at the gallery (cleaning, painting, organizing tools + equipment, etc.);
- working on promotional and marketing material for exhibitions;
- assisting with hospitality and public service at events;
- helping to organize and oversee public engagement activities such as all-ages artmaking projects, story-sharing with First Nations Elders, artist talks, blanket exercises and more;
- providing technical support to artists,
- packing and unpacking artwork,
- posting to social media, and
- providing visitor services to members of the public who attend the art gallery or gift shop.

The ideal candidate will be studying Fine Arts, arts education, cultural management, arts administration, communications or a related field of study. They must have a strong commitment to art, to the arts community, and to customer service. The candidate must be familiar with basic computer and word processing skills (MS office), and some familiarity with Creative Suite is an asset.

Other assets include familiarity with art exhibition, documentation, and the production of promotional material.

The ideal candidate will have an enthusiastic attitude about the contribution of the arts to the community, will have excellent organizational skills, and excellent oral and written community skills.

A criminal record check is required to work with children.

To submit your application, please send a cover letter and resume to director@comoxvalleyartgallery.com before 5pm on June 30.