



580 DUNCAN AVENUE COURTENAY BC V9N 2M7
250.338.6211 | COMOXVALLEYARTGALLERY.COM

HOURS WEDNESDAY TO SATURDAY 10-5
ADMISSION: DONATIONS GRATEFULLY ACCEPTED

JOB POSTING

Art Gallery Assistant

Young Canada Works

Application deadline April 25, 2022

The Comox Valley Art Gallery is seeking candidates for the position of Art Gallery Assistant. This position starts May 3. The hourly wage is \$16 and the work week is 35 hours.

The Art Gallery Assistant will report to the Program Director and will provide support in all areas of gallery operations, including:

- assisting with public engagement events,
- installing and de-installing art exhibitions,
- providing production and technical support to artists and curators,
- helping to document exhibitions, programs, and events (photography and/or video),
- maintaining the gallery's physical plant,
- office administration,
- reception, sales and visitor services.

The ideal candidate will be studying fine arts, arts education, cultural management, arts administration, communications, graphic design, or a related field of study. They must have a strong commitment to art, the arts community and to customer service. The ideal candidate will be experienced with basic computer programs (MS office). Familiarity with Adobe Creative Suite is a strong asset.

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 communication skills.

A criminal record check is required to work with children.

The Comox Valley Art Gallery is a contemporary arts centre run by a not-for-profit society. It is dedicated to presenting and fostering contemporary art by professional artists from the region, the country and beyond. We are located on the unceded territory of the K'ómoks First Nation, and we recognize the enduring presence of First Nations people on this land.

The Comox Valley Art Gallery is an equal opportunity employer and encourages applications from self-identified members of underserved communities as well as visible and invisible minority groups.

We appreciate all applications that are submitted. Only those who are shortlisted for interviews will be contacted.