

## JOB POSTING

### **Art Gallery Attendant Canada Summer Jobs Application deadline May 6, 2022**

The Gallery Attendant will work under the direction of the Program Director. Their primary work will include installing and de-installing art exhibitions, providing production support to artists, assisting with Gallery events and educational activities, providing visitor services, assisting with preparing promotional materials, maintaining the physical plant, and providing administrative support.

Under the supervision of the Program Director, the Gallery Attendant will take on specific tasks that will include:

- Opening and closing the Gallery and Shop on each day we are open to the public, adhering to COVID safety protocols;
- Assisting with public education and community engagement events, both virtual and if/when appropriate, in person;
- Providing production support to artists;
- Installing and de-installing art exhibitions;
- Greeting visitors and ensuring they are aware of, and agree to comply with, COVID safety protocols;
- Staffing the reception/shop sales desk;
- Maintaining the physical plant at the gallery (cleaning, painting, patching, organizing tools, setting up for events, etc.);
- Assisting with producing promotional and marketing material for exhibitions, programming, and public education;
- Helping to organize and oversee public engagement activities such as all-ages artmaking projects, story-sharing with First Nations Elders, artist talks, etc. Note: these activities may be virtual or in-person, depending on public health guidelines at the time;
- Documenting exhibitions and activities through photography or video;
- Providing administrative support.

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.