



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 Manager Assistant Canada Summer Jobs Application deadline May 6, 2022

The Manager Assistant will work under the direction of the Executive Director. The position will primarily focus on public engagement and outreach. This includes developing and implementing events (virtual and in person) ensuring high-quality visitor service at the Gallery, and overseeing the retail outlet's summer inventory and display.

The Manager Assistant will help to design and promote public education projects, all-ages community make-art workshops, and Gallery tours. The Manager Assistant will help with promotion of Gallery events, and outreach to appropriate community groups. The Manager Assistant will also help to update protocols for visitor service to the Gallery, and will oversee reception.

The Manger Assistant's specific tasks will include:

- Working in consultation with the Executive Director, other members of the staff team, visiting artists, and community groups, to establish a schedule of Gallery outreach, education, and public engagement events over the summer and early fall.
- Arranging artist talks, group tours, and make-art events, including inviting appropriate guests.
- Developing and disseminating promotional material for the public, including press releases, social media posts, e-newsletters, posters and signs.
- Ensuring quality photographic and video document of Gallery programs, and posting to the Gallery's website and social media pages.
- Acquiring supplies for events, and overseeing the preparation for events. Depending on Public Health Orders, the events may be in-person, virtual, or a hybrid of both.
- Reviewing protocols and procedures for the Gallery's visitor services and reception.
- Taking the lead role for greeting visitors to the Gallery.
- Reviewing the inventory and display at Shop:Made (the Gallery's retail outlet) and recruiting new consignors.
- Sharing the staff workload for ongoing tasks such as administrative support and maintaining the physical plant.

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.