



GALLERY ASSISTANT (FOUR POSITIONS)

The Comox Valley Art Gallery is seeking applications for summer student Gallery Assistant positions, pending funding approval from Canada Summer Jobs.

Starting dates are from April 22 to the end of May. The length of employment is from 8 to 12 weeks, pending funding. The work week is 35 hours, and the hourly rate starts at \$17.50 per hour.

To qualify, you must have registered as a high school or post-secondary student. You must also:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada (have a valid social insurance number); and
- be between 16 and 30 years of age inclusively at the start of employment.

The Gallery Assistants 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; and
- reception, sales and visitor services.

The ideal candidates 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 candidates will be experienced with basic computer programs (MS office). Familiarity with Creative Suite is a strong asset.

The ideal candidates 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. We are 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 committed to a diverse, inclusive work environment. We welcome applications from students who are Indigenous, racialized, members of the LGBTQ2S community, differently abled, or part of any other equity-deserving group.

Application deadline is April 15, 2024. Please submit your resume and cover letter to director@comoxvalleyartgallery.com.