



POSITION: Art Gallery Assistant
(pending approval from funding agency)

Deadline to Apply: April 8, 2025
Starting Wage: \$17.50 per hour

Start Date: May 5, 2025
Contract Term: 16 weeks

The Comox Valley Art Gallery is seeking candidates for the position of Art Gallery Assistant. This is a 16-week position starting May 5, 2025. The hourly wage starts at \$17.50 and the work week is 35 hours.

The Art Gallery Assistant will report to the Director of Curatorial Programming. They 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 candidate will be studying fine arts, arts education, cultural management, arts administration, communications, graphic design, visitor services, 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 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 Nations, 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 equity-deserving groups, including people who are Indigenous, racialized, living with disabilities, or members of the 2SLGBTQ+ community.

Deadline to apply is April 8, 2025. Please submit a resume and cover letter to director@comoxvalleyartgallery.com.