



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

Deadline to Apply: April 8, 2025
Starting Wage: \$18 per hour

Start Date: April 21, 2025
Contract Term: 16 weeks

The Comox Valley Art Gallery is seeking candidates for the position of Assistant Art Gallery Director.

The Assistant Art Gallery Director will help to commemorate the Comox Valley Art Gallery's 50th anniversary by helping to create a digital publication and video.

The Assistant Art Gallery Director will receive training and supervision from the Director of Curatorial Programming. Their primary work will be to research the Gallery's history, compile archival material, conduct interviews with key members of the Gallery through its history, and prepare materials of a digital publication that includes video elements.

Under the supervision of the Director of Curatorial Programming, the Assistant Art Gallery Director will take on specific tasks that include:

- reviewing the Gallery's achieves, and archival material at the local museum and library;
- arranging and helping to conduct interviews with key members of the Gallery throughout the years;
- documenting interviews and archival material through photography and video; and
- creating a digital publication for the Gallery's website.

As a member of the staff team, the Assistant Art Gallery Director will also take occasional shifts on Gallery reception and help with daily maintenance and presentation of the Gallery.

The Assistant Art Gallery Director will receive daily direction and supervision from the Director of Curatorial Programming. In addition, they will receive mentorship from the Executive Director and will attend weekly meetings with him. The Gallery Attendants will also attend weekly meetings of the Comox Valley Art Gallery staff team.

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.