



**POSITION: Collections Archivist**  
(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 Collections Archivist.

The Collections Archivist will receive training and supervision from the Comox Valley Art Gallery Director of Curatorial Programming. Their primary work will be to organize, update, photograph, and document the Gallery's permanent collection of artwork. They will also assist the Director of Curatorial Programming in updating the Gallery's policies and guidelines related to the permanent collection.

Under the supervision of the Director of Curatorial Programming, the Collections Archivist will take on specific tasks that will include:

- reviewing, organizing, cataloguing and photographing the Gallery's existing permanent collection;
- reviewing and updating documentation related to items in the permanent collection;
- contacting artists or their estates to update documentation that is incomplete;
- working with the Gallery team to create a permanent collection section of the Gallery website;
- working with the Director of Curatorial Programming to review and update the Gallery's Permanent Collection Policy Manual; and
- in reference to the updated policy manual, reviewing the permanent collection and making recommendations for deaccessions and new acquisitions.

As a member of the staff team, the Collections Archivist will also take occasional shifts on Gallery reception and help with regular maintenance of the Gallery.

The Collections Archivist 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](mailto:director@comoxvalleyartgallery.com).