



**POSITION: Curatorial and Programming Assistant**  
(pending approval from funding agency)

**Deadline to Apply:** April 10, 2025  
**Starting Wage:** \$18 per hour

**Start Date:** April 21, 2025  
**Contract Term:** 45 weeks

The Comox Valley Art Gallery is seeking candidates for an internship as a Curatorial and Programming Assistant. This is a 45-week position starting April 21, 2025. The hourly wage starts at \$18 and the work week is 30 hours.

Candidates must be graduates of a University or College program. To be eligible, they must:

- 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);
- be between 16 and 30 years of age at the start of employment.

The Curatorial and Programming Assistant will report to the Program Director and will provide support in all areas of gallery operations, including:

- planning, installing and de-installing art exhibitions;
- planning and implementing assisting with public engagement events;
- 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; and
- office administration, including filing and archiving digital and printed material.

The ideal candidate will be a recent graduate of a 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 community engagement.

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 organizations 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 students who are Indigenous, racialized, members of the LGBTQ2S+ community, differently-abled, or part of any other equity-deserving group.

Deadline to apply is April 10, 2025. Please submit a resume and cover letter to [director@comoxvalleyartgallery.com](mailto:director@comoxvalleyartgallery.com).