



## COLLECTIONS ARCHIVIST – SUMMER POSITION FOR YOUTH

The Comox Valley Art Gallery is seeking candidates for a position as a Collections Archivist. The position is pending approval from the funding agencies.

To qualify, applicants must be:

- between the ages of 15 and 30;
- a Canadian citizen or a permanent resident, or have refugee status in Canada;
- legally entitled to work in Canada (have a valid social insurance number).

The Collections Archivist's primary task 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;
- 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 daily maintenance and presentation of the Gallery.

The ideal candidate will be studying fine arts, arts education, cultural management, arts administration, communications, or a related field of study. They must have a strong commitment to art and the arts community, have excellent organizational skills, and excellent oral and written communication skills.

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

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. For more details visit [www.comoxvalleyartgallery.com](http://www.comoxvalleyartgallery.com)

We are a diverse and welcoming workplace and we encourage applications from equity-deserving groups, including people who are Indigenous, racialized, living with disabilities, or members of the 2SLGBTQ+ community.

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.

Application deadline is April 13, 2025. Please submit a resume and cover letter to [director@comoxvalleyartgallery.com](mailto:director@comoxvalleyartgallery.com).