



ART GALLERY ASSISTANTS – SUMMER POSITIONS FOR STUDENTS + YOUTH

The Comox Valley Art Gallery is seeking candidates for positions as Art Gallery Assistants. The positions are pending approval from funding agencies (Canada Summer Jobs and Young Canada Works).

Depending on agreements with funding agencies, the length of employment may range from 8 to 16 weeks. Positions may begin as early as April 20. The hourly wage starts at \$18 per hour (\$18.50 after July 1). The work week ranges from 30 to 40 hours. Details will be updated when available.

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).

In some cases, applicants must be a student at college, university, or high school.

The Art Gallery Assistants 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;
- reception, sales and visitor services.

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

The ideal candidates will have enthusiastic attitudes 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 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.