

# CAMPBELL RIVER

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## ART GALLERY

### SUMMER GALLERY ASSISTANT (YCW)

Closing date: May 26, 2024 by 11:59 pm

Location: Campbell River Art Gallery, 1235 Shoppers Row, Campbell River, BC, V9W 2C7

Length of assignment: June 23, 2024 - August 31, 2024

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The Campbell River Art Gallery (CRAG) is hiring a student for the position of *Summer Gallery Assistant*. The CRAG is a contemporary art gallery located on Vancouver Island, BC consisting of a Main Gallery and a Satellite Gallery for exhibition, a studio for classes, and a gift shop featuring fine arts and craft. Our annual programming includes six contemporary art exhibitions, which run in concert with our educational programming and special events.

The Gallery Assistant position will assist the Gallery & Shop Manager in daily administrative and organizational work. Working alongside the team, the student will also work on professionally installed exhibitions, assisting with art handling, artist lectures, public outreach programming, educational programming, documentation and digital archives. The role will also assist in the preparation for upcoming exhibitions, grant submissions, and fundraising: performing research, compiling information, and providing communications support.

Gallery Assistant applicants will have a background and/or interest in contemporary art.

Students pursuing degrees in Art History, Museum Studies, Hospitality, Administration, Business, Fine Art, and/or Curatorial Studies are preferred. Any previous background in non-profit organizations, art galleries, artist-run-centres, or installation and art handling are greatly encouraged to apply and should be noted in your application.

Working alongside the Gallery & Shop Manager, the student will assist with the following objectives:

#### Gallery shop support:

- Collect artist bios and supporting materials
  - Prepare and maintain gallery statistics
  - Gather images from artists
  - Proofread and provide feedback on outgoing communications and interpretive materials
  - Support Gift Shop sales through online promotion and marketing campaigns
  - Assist Gallery & Shop Manager in completing inventory, sales reconciliations, banking deposit documentation, invoice processing
  - Ensure cleanliness of spaces and adequate supplies - assist in purchasing
  - Greet visitors, provide information, generate sales
  - Assist in merchandising and visual displays
- Provide basic bookkeeping administrative support (petty cash, receipts, settlements)

#### Exhibition support:

- Assist in exhibition installation (have the ability to lift 20 lbs., be comfortable using power tools, ladders, painting and measuring tools)

- Create digital content pertaining to exhibitions and programming
- Plan and execute social media communications
- Assist in creation of print and digital materials
- Assist with the development of guided tours of exhibitions and facilitate where needed
- Communicate gallery activities to stakeholders via website updates and newsletters
- Expand community outreach to achieve projected audience goals
- Perform local poster distribution
- Organize archival materials in the gallery databases
- Represent the gallery at community events

This position will provide career-relevant training and experience for a young professional entering the visual art, curatorial, education or design professions, particularly in a non-profit organization.

This employment project will benefit the intern as they will gain necessary skills that are required for both curatorial, programming, and administrative employment within a non-profit organization. Our Gallery continues to exhibit renowned contemporary artists, along with research-based curated exhibitions that the intern will assist in all aspects of. The intern will also interact with the exhibiting artists and performers, as well as gallery patrons and community members. This is a multi-faceted job that requires many skills. Ultimately, the student will learn all the components of contemporary exhibition production regarding scholarly research, interaction and discussion, exhibition writing, education, and installation. The successful applicant will be required to conduct physical activities related to installation, public facing duties that require an outgoing and community oriented attitude, writing and research, as well administrative duties.

#### ELIGIBILITY

This is a Young Canada Works (YCW) Summer Student Position. You are eligible to apply if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a high school, college, CEGEP or university student.

#### PRIORITY CRITERIA

All interested and qualified applicants are encouraged to apply. CRAG champions and empowers people of all abilities, and fosters an environment of inclusivity and collaboration.

#### SALARY AND HOURS

This full-time, 35 hours per week, 10-week summer position is from June 23 - August 31, 2023. Hourly rate of pay is \$19/hr. Exact schedule will vary depending on Gallery events, but applicants should be available to work weekends and occasional evenings. Applicants with disabilities may request a reduced schedule.

#### HOW TO APPLY

Please submit your CV or resume, proof of full-time student status, and a brief letter of interest summarizing your related qualifications and eligibility requirements to:

Sara Lopez Assu, Executive Director

director@crartgallery.ca  
by 11:59 p.m. on May 26, 2024

*We thank all candidates for their interest, however, only those selected for an interview will be contacted. Applications received will be screened based on information provided. Please ensure you include all relevant details about your qualifications for this position.*