

# CAMPBELL RIVER

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## ART GALLERY

### SUMMER OUTREACH ASSISTANT (YCW)

Closing date: April 21, 2024 by 11:59 pm

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

Length of assignment: 10 weeks, expected from May 19 - July 30, 2024

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The Campbell River Art Gallery (CRAG) is hiring a student for the position of *Summer Outreach 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 Summer Outreach Assistant position will assist the Programs & Outreach Manager with programming, communication, public outreach programming, educational programming, marketing and promotion. The role will also assist in the preparation for upcoming exhibitions, program planning, public outreach engagement, and communications planning. The incumbent will also be performing much needed administrative duties, compiling information, and providing communications support.

Summer Outreach Assistant applicants should be outgoing, have strong communication skills, and will have a background and/or interest in contemporary art. Students pursuing degrees in Hospitality, Tourism, Education, Art History, Museum Studies, Fine Art, and/or Curatorial Studies are preferred. Any previous background in non-profit organizations, art galleries, artist-run-centres, or youth/family programming are greatly encouraged to apply and should be noted in your application. Experience in customer relations, acquired web design skills, or with acquired program delivery skills are greatly encouraged to apply and this experience should be noted in their application.

Working alongside the Programs & Outreach Manager, the student will assist with the following objectives:

#### General tasks:

Gather visitor and participant statistics

Promote and assist with Gift Shop sales

Ensure cleanliness of spaces and adequate supplies - assist in purchasing

Greet visitors, provide information on Gallery programs and exhibitions

Assist with the delivery of guided tours of exhibitions and facilitate where needed

#### Events:

Assist in visual displays, event set-up, clean-up, take down

Assist in event logistics such as scheduling, food orders, supplies, rentals, ticketing, etc.

Represent the gallery at community events

Plan, prepare, and deliver basic art-making activities for families

Support teammates in creating safe and positive outcomes in programming activities

### Communications:

Execute social media communications as needed

Assist in creation of print and digital materials for public distribution

Communicate Gallery activities to stakeholders, both in person and online

Document Gallery events and programs (photo and video)

Ensure Gallery activities are up to date and disseminated to the public, through website updates, newsletters, and social media

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. The Summer Outreach positions are central to the CRAG's community events during the busy Spring/Summer season. Our downtown location, next to the city's public square, means that our participation in all major public events is both essential and valued. The Summer Outreach positions will be crucial in ensuring that the public has access to exciting art-making activities during National Indigenous Peoples' Day, Pride, Canada Day, Farmers Markets, and all other downtown "activations" organized by the City of Campbell River's Recreation and Culture Department (known as CR Live Streets, these include concerts, art battles, dance lessons, and more).

As organizations move to decolonize their frameworks and engage in anti-racism work, the students will gain first hand experience in cultural safety, creating safe online spaces for BIPOC community members, and communicating with rural, Indigenous communities in culturally sensitive and impactful ways.

### 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

The position is for 28 hours/week, worked over 4 days. Exact schedule will vary depending on Gallery events, but applicants should be available to work weekends and occasional evenings. Hourly rate of pay is \$19/hr. Applicants with disabilities may request a reduced schedule.

### HOW TO APPLY

Please submit your CV or resume, confirmation of eligibility, and a brief letter of interest summarizing your related qualifications to:

Sara Lopez Assu, Executive Director  
director@cartgallery.ca

by 11:59 p.m. on April 21, 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.*