

Gallery and Programs Assistant (Job # LAC-2022-002)

Status:	Full-time, Temporary, Intern Position <u><i>Young Canada Works Building Careers in Heritage</i></u>
Date Open:	July 25, 2022
Date Closing:	August 10, 2022
Number of Positions:	1
Scheduled hours/shifts:	August 29, 2022, to March 24, 2023; 35 hours per week
Salary:	\$16.08/hour, Grant

This position requires a Vulnerable Sector Screening Check and Proof of COVID Vaccines. The successful candidate must commit to the full employment period.

All applicants must be registered with *Young Canada Works* and meet all eligibility requirements for their *Building Careers in Heritage* program (listed below).

Position Purpose

Latcham Art Centre is seeking a motivated individual to learn about the operations of a public art gallery and contribute to the success of Latcham Art Centre. You will learn all aspects of operations of a public art gallery and work on a number of projects from start to finish, reporting to the Manager of Latcham Art Centre. You will gain experience, give and receive feedback and learn about job prospects and requirements in the public art gallery/cultural/non-profit sector. You will be part of an experienced, enthusiastic and committed staff and volunteer team.

Duties and Tasks

1. Assist Latcham Art Centre staff in all aspects of public gallery exhibitions, art education programming, event coordination and administration.
2. Work directly with Curator to research artists, exhibitions and exhibition themes.
3. Gain experience with curatorial practices including exhibition planning, installation, artist relationships, etc.
4. Work directly with the Education Programs Coordinator to research and implement art education programs - both virtual and in-person.
5. Assist staff, instructors and participants with the planning, coordination and delivery of art education programs including virtual and in-person tours, classes and workshops.
6. Create and deliver two new virtual or in-person Latcham Saturdays events.
7. Create and deliver two new virtual or in-person Youth Open Studio events.
8. Assist with the entry process for Annual Juried Exhibition.
9. Gain experience with event planning by assisting with the coordination and delivery of the annual *Beyond Craft* fundraising event, and several opening receptions.
10. Greet and engage gallery visitors, deliver informal tours and assist visitors with program registrations.
11. Help to maintain the gallery website, social media feeds, and email marketing platforms.

12. Gain experience with database, graphic design and social media.
13. Act as docent and reception assistant and maintain docent training document.
14. Other duties as determined by the Manager.

Qualifications and Requirements

1. College diploma or University degree in visual art, heritage, marketing, education or related field preferred.
2. Interest in visual arts.
3. Strong written and verbal communication skills.
4. Attention to detail.
5. Excellent computer skills.
6. Willingness to learn.
7. Ability to work within a team as well as independently.

How to apply

Attach your resumé and cover letter in one document and state “LAC-2022-002” and your name in the subject line of an email addressed to anna.kroeplin@wsplibrary.ca. or apply through the YCW Building Careers in Heritage portal.

You must confirm that you meet the below YCW BCH eligibility requirements for this position in your cover letter to be considered:

- You are a Canadian citizen or a permanent resident or have refugee status in Canada. Not eligible: non-Canadians holding temporary work visas or awaiting permanent status.
- You are legally entitled to work in Canada.
- You will be between 16 and 30 years of age at the start of employment.
- You are a University or College graduate.
- You are willing to commit to the full duration of the work assignment.
- You will not have another full-time job (over 30 hours a week) while employed in the program.
- You are an unemployed or underemployed college or university graduate, that is, not employed full-time.
- You are not receiving Employment Insurance (EI) benefits while employed with the program.
- You have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada’s Youth Employment Strategy.

We encourage applications from the Government of Canada’s job equity groups and seek candidates who may contribute to the further diversification of ideas at Latcham Art Centre. We support and encourages diversity and equity, and we are committed to making staff positions accessible and welcoming to all potential team members, regardless of ethnicity, age, disability, sexual orientation, gender or identity.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.