



# Job Posting

## Gallery Assistant

Summer 2019 – Pending Canada Summer Jobs Funding

The Port Moody Arts Centre is seeking a creative, detail-oriented, and enthusiastic Gallery Assistant with knowledge of contemporary art practices to support our 2019 gallery exhibitions program. The Gallery Assistant will work closely with the Gallery Manager, staff members, local artists, and volunteers to coordinate exhibitions, plan opening receptions and special events, orchestrate the logistics of installation, support the day-to-day operations of the gallery, and assist with a series of curatorial projects. This position provides the opportunity to gain practical, hands-on experience in all aspects of gallery operations with a focus on exhibition installation, community engagement, and curatorial research and development.

## About the Arts Centre

Housed in the historic Old City Hall and Appleyard House buildings in the heart of Port Moody, the Port Moody Arts Centre is a cultural hub for arts and education. With a mission to promote participation in the arts, we offer a full range of visual, ceramic, theatre, music, and media arts programming for people of all ages and experience levels to explore their creativity and develop artistic skills. The Arts Centre is also home to a public art gallery, showcasing the work of emerging and established artists in a variety of mediums through a professionally curated exhibition program.

## Responsibilities

Reporting directly to the Gallery Manager, the Gallery Assistant will perform a variety of curatorial and operational tasks, including:

- Performing exhibition and gallery research
- Installing and de-installing artwork
- Helping to create, coordinate, and edit exhibition didactic materials such as wall text and labels
- Assisting with opening receptions, artist talks, and other gallery events, including preparations, set up, and take-down
- Managing artist contacts and correspondence
- Assisting in the development and design of invitations, catalogues, and promotional material for artist talks, special events, and gallery activities
- Helping to coordinate The Shuffle – Port Moody Art Walk 2019, a free community arts event produced in partnership with local galleries, artists, and art venues, which will include working with participating artists and businesses to organize the event; overseeing marketing initiatives and promotion; creating and implementing a social media plan; developing a distribution plan for marketing collateral; visual documentation of the event; and other tasks as required

- Planning and facilitating community engagement projects for 2019 exhibitions, including *Upcycling Port Moody's Heritage*, the Port Moody Heritage Society's 50th anniversary exhibition showcasing Port Moody's social, industrial, and cultural heritage; and *Art 4 Life*, an annual exhibition geared towards children and youth that encourages creative exploration, fosters imagination, and facilitates artistic learning experiences
- Coordinating with the Communications team to promote gallery exhibitions and events
- Acting as a gallery guide, responding to public inquiries during exhibitions
- Assisting in the documentation of exhibitions, updating and maintaining archive of gallery materials, as well as organizing hard copy exhibition history into digital formats
- Performing other curatorial and administrative tasks as required

## Qualifications

- Post-secondary education or demonstrated experience in fine arts, art history, arts administration, museum studies, cultural studies or a related field
- Have a strong interest in gallery programming and public engagement
- Ability to work both independently and collaboratively in a team environment
- Effective verbal and written communication skills
- Strong organization, time management, and creative problem-solving skills with an eye for detail
- Excellent interpersonal skills with the ability to engage with socially, culturally, and ethnically diverse audiences
- Advanced research skills
- Visually creative with the ability to design and assemble invitations, catalogues, and promotional material for artist talks, special events, and gallery activities
- Experience or knowledge of how to properly handle and hang artwork for display
- Physically capable of doing manual labour as part of gallery installation, including painting and repairing walls; moving plinths; climbing ladders; and hanging, packing, and storing artwork
- Good with hands and dexterity with small tools (hammer, drill, utility knife, wire, etc.)
- Proficient in Microsoft Office Suite (Word, Excel, Outlook); experience using Adobe Creative Suite (Photoshop, InDesign) and photo-editing software an asset
- Knowledge of a second language such as Hindi, Punjabi, or Korean is considered an asset
- Ability to work flexible hours, including occasional evenings and weekends as required for gallery openings and special events.
- This position requires the completion of a successful criminal background check prior to commencing employment

## Eligibility for Canada Summer Jobs Program:

- Must be between 15 and 30 years of age at the start of the employment

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

## Remuneration

\$14 / hour

This is a full-time (35 hours/week) 16-week summer youth employment opportunity scheduled to take place from May 6 – August 23, 2019. The position and its duration are conditional upon Canada Summer Jobs funding.

## How to Apply

Please submit your application to [info@pomoarts.ca](mailto:info@pomoarts.ca) no later than **Friday, March 15, 2019 at 5pm** according to the following guidelines:

- PDF format only with your COVER LETTER and RESUME *in the same document*
- Your cover letter should clearly indicate why you are interested in this position, what you hope to learn, and what impact it will have on your professional development
- Must use “CSJ Gallery Assistant – Application” as the *subject of your email*

The Port Moody Arts Centre is an equal opportunity employer. We welcome applications from qualified individuals from diverse backgrounds, and do not discriminate on the basis of gender, gender identity, race, ethnicity, age, sexual orientation, or (dis)ability.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.

Visit [pomoarts.ca](http://pomoarts.ca) for more details.