

CURATORIAL ASSISTANT: Summer Contract position (8 weeks/June – August 2018)

POSITION OVERVIEW

The Curatorial Assistant is an eight week entry level contract position (June – August, 2018) within the programming department of the Richmond Art Gallery. The Assistant will work directly with the Curator and other Gallery staff on key exhibitions and programs. The Assistant will play a collaborative role in facilitating programming while also developing skills in collection management, exhibition production, art writing, administration, and marketing/promotion. Examples of key work activities:

- Provide assistance for forthcoming exhibitions including research, planning and writing for exhibition development and promotion
- Provide administrative support for exhibition programming including: completion of condition reports, liaising with artists, organizing and updating submissions, organizing and maintaining artist images and files, purchasing materials, receiving and shipping of artworks and assisting installation preparators
- Collaboration in the production of didactic materials for exhibitions
- Assist in maintaining and updating Richmond Art Gallery's collection database and hardcopy records including accession records, donor files, artwork loans
- Provide support in daily gallery operations
- Provide administrative support in updating information on website and generating social media content – Facebook, Instagram, Twitter, WeChat and blogging

The Curatorial Assistant will perform these duties during an 8 week period at 30 hours per week. Applicants must be a full-time student in the semester immediately preceding June, returning to school full-time in the fall and be between 15 and 30 years old at the start of employment to apply. Eligible applicants must also be Canadian citizens, permanent residents or have official refugee protection status.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate in Mandarin or Cantonese is considered an asset for this position
- A background or demonstrated interest in visual arts
- Enrolled in a post-secondary institution
- Must be able to work in a computerized office environment, using all MS Office software
- Excellent time management skills and demonstrated ability to manage multiple tasks and priorities
- Careful attention to detail
- Excellent communication skills and writing experience working in a team environment
- Creative problem solving
- Skill and ability to use Microsoft Outlook, Word, Excel, Photoshop programs.
- Skill and ability to update website and enter content in Facebook, Instagram, Twitter
- Ability to work both independently and within a team while exercising sound judgement and initiative
- Ability to prioritize competing demands, work well under pressure and deal with stressful situations with professionalism
- Ability to follow direction and meet established deadlines
- Ability to successfully pass a Criminal Record Check

Hours: 4 days per week, 9am – 5pm, occasional evenings/weekends may be required

Salary: \$15.00 per hour

Deadline: Tuesday May 15, 2018 at 5pm

Submit your resume and cover letter in one PDF via email with the subject Summer Curatorial Assistant to gallery@richmond.ca. Indicate how you meet the student eligibility requirements for this position. For more information about the Richmond Art Gallery, please visit our website at: www.richmondartgallery.org