

Gallery Operations Support

Internship

Wage: 21.77/hour

Closing Date: Monday, November 22nd, 2021

Start Date: Monday, November 29th, 2022

End Date: March 31st, 2022



Art Gallery of Swift Current

The City of Swift Current is seeking an individual for the position of Gallery Operations Support - Intern for the Art Gallery of Swift Current. This is a term position starting November 29th, 2021, ending March 31, 2022.

AGSC is situated on the territories of the nêhiyawak, Anihšînāpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation. Art Gallery of Swift Current is a dynamic cultural hub, promoting the development and appreciation of contemporary Canadian art, with an emphasis on Saskatchewan and western Canadian artists. AGSC programming includes a diverse range of exhibitions, educational programming, artist led workshops, and seasonal classes; As well as artists talks and receptions when possible.

Reporting to the Director and Curator, you will assist in the operations of the art gallery and extension venues, including outreach and ancillary programs.

Primary responsibilities will involve working with the permanent art collection, including updating collection data and paper files, establishing new accession files and systems, inputting collection data, researching and updating collection object and artist files. Researching, planning and organizing vault storage options and executing efficient, safe and secure storage for permanent collection objects.

Duties will also include assisting with the development and delivery of guided tours of art exhibitions, interpretive materials and activities for community groups and students.

The intern will assist with the development and implementation of visual and written interpretive materials supporting exhibitions, education programs and communications. Additional duties include assisting with daily gallery operations, exhibitions and special events.

Qualifications:

- Candidates with previous experience working with art galleries and artworks will be given priority.
- Excellent interpersonal and research skills are required.
- Candidates who demonstrate attention to detail will be considered better suited to working in this environment.
- Candidates should be resourceful, show initiative and feel comfortable working independently.
- Candidates must be proficient with Microsoft Office in a PC environment.



- Experience with Adobe Creative Suite and databases considered a significant asset.
- The candidate will require a high level of written and verbal communication skills.
- Preference will be given to a candidate that has obtained a diploma or degree in Visual Arts, Visual Arts History, Arts Education, Arts Administration or a related field within the past 24 months.
- Securing a satisfactory Criminal Record and a Vulnerable Sector Check is a condition of employment, as we are a Youth Certified Employer.
- A driver's license is an asset.

To be eligible for this opportunity, candidates are required to register with "Young Canada Works" as an intern applicant. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are an unemployed or underemployed college or university graduate, i.e. not employed full-time;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- are not receiving Employment Insurance (EI) benefits while employed with the program; and 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.

Register: <https://young-canada-works.canada.ca>

Hourly salary: \$21.77/hour in accordance with the City of Swift Current.

Please submit job applications to:

Art Gallery of Swift Current

411 Herbert St. East Swift Current, SK S9H 1M5

h.benning@swiftcurrent.ca

T: 306.778.2736 C: 306.774.9968 F: 306.773.8769

www.artgalleryofswiftcurrent.org

We are an equal opportunity employer and welcome applications from all qualified candidates. We wish to thank all candidates who apply, however, only those selected for interviews will be contacted.