



EXHIBITION ASSISTANT (Canada Student Jobs Opportunity)

The Craft Council of BC is recruiting for an Exhibition Assistant for the summer of 2017 (9 weeks - June 5th – August 4th).

The successful candidate will be: organizing and planning artist talks (identifying and booking venues, identifying and sourcing relevant equipment); artist liaison regarding preparation of exhibition (social media and print promotion, signage and brochure development, setting up the exhibition); curator coordination, assisting in implementation of lighting and design plan for the gallery space, coordinating the take down procedure at the end of the exhibition. We are setting up two new educational programs this summer – one for Canada Day and the other is a drop in creating craft program for tourists that the student will be working on.

RESPONSIBILITIES:

- Organize workload, assists with the development of work plans, prioritize tasks, assist with monitoring project budgets and schedules for the exhibition series;
- Assist with the development of 2 hands-on creative public engagement programs for a variety of target audiences (children, youth, adults and seniors)
- Assist with the coordinating volunteers related to programs;
- Assist with marketing initiatives related to programs;
- Assist in the production of program reports that relate to activities;
- Assist with the development of content for Council website and social media related to the program area;
- Other duties as required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of exhibition and arts-based educational practices are highly desirable;
- Strong time management and organizational skills;
- Superior attention to detail;
- Keyboarding skills and ability to use Word, Excel, Outlook, the Internet, and other computer programs as required;
- Knowledge of British Columbia and Canadian craft history is highly desirable;
- Ability to work with a variety of audiences and to speak comfortably in public;
- Ability to meet deadlines, maintains program and administrative priorities, and adapt to shifting priorities and timelines

QUALIFICATIONS:

- High School Diploma or GED equivalent required;
- Enrolled in a University Degree in Education, Art History, Visual Arts or a related discipline;
- Experience working in an art gallery or cultural setting is highly desirable;
- Canadian citizen or a permanent resident, or have refugee status in Canada;

Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.

- Legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Have been a full-time student (as defined by your educational institution) in the semester preceding this CJS position
- Intend to return to full-time studies in the semester following the CSJ job.

Interested candidates should forward their resume with a cover letter to: raine.mckay@craftcouncilbc.ca

Interviews for these positions will take place at the Craft Council of BC in May of 2017.

Application deadline: April 28, 2017.