

## **Youth Summer Employment Opportunity: Collections Assistant**

These positions are supported through the Young Canada Works Program.

The Art Gallery of Grande Prairie is one of the largest square footage art galleries in Alberta. The Art Gallery is a place of art preservation, inspiration and exploration. We offer free admission, tours, programs, and activities for all ages. The Art Gallery presents an average of twelve art exhibitions per year and welcomes over 25,000 visitors annually while our traveling exhibitions will stop in roughly 25 venues annually throughout Peace Region and will see over 140,000 visitors.

### **General Description:**

The position's objectives are to assist in the maintenance and management of the Permanent Collection, with an emphasis on collections research as well as the cataloging of recent acquisitions. These duties include: assisting with the organization of storage space to improve access and use of space; processing new acquisitions into the collection; researching existing works in the collection to update their provenance; reviewing and updating information in the collection database; identifying works for deaccessioning; preparing an application to the Canadian Cultural Property Export Review Board; photographing artworks to update the collections catalogue.

The Collections Assistant at the Art Gallery of Grande Prairie will support the Curator of Exhibitions and Collections in the research and organization of the Permanent Collection at the Art Gallery of Grande Prairie. The Collections Assistant will take part in a variety of collection and registration duties.

**Position:** Collections Assistant, temporary

This position is supported through the Young Canada Works Program, and so is pending Gallery approval.

**Term:** May 5, 2019 – August 24, 2019 - 35 hours per week

**Salary:** \$17.62 per hour

**Deadline:** April 15<sup>th</sup> 2019, 5pm MST

### **Specific Duties:**

- Gain an understanding of the review process and government standards/language for applying for the Canadian Cultural Export and Review Board with regards to certification for outstanding significance and national importance of artworks.
- Apply a rigorous research and justification for the cataloguing of artworks for acquisition and deaccessioning.
- Develop skills related to archiving and handling works of art including familiarity with collections databases such as PastPerfect.
- Prepare reports and develop a system that improves the access and use of space in the gallery's storage facilities.
- Research local provenance of works, reviewing and updating information in the collections database.
- Assist with the development of a more in-depth historical understanding of the relevance of works in the Permanent Collection.

- Complete an exit interview with the Curator of Exhibitions and Collections, provide feedback on learning opportunities and scope of work.

**Requirements:**

The candidates for the position of Collections Assistant must be currently enrolled in undergraduate graduate level Art History, Visual Arts or Curatorial Studies and planning to continue their studies in the fall of 2019. Candidates must also be registered with and eligible for the Young Canada Works Grant Program for 2019. In addition, you must

- be 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);
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- be 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;
- have been a full-time student (as defined by their educational institution) in the semester preceding the YCW assignment; and
- intend to return to full-time studies in the semester following the YCW assignment.

**Skills and Abilities:**

- Strong verbal, written, analytical, research and organizational skills.
- Advanced research skills.
- Excellent oral and written communication skills.
- Experience using MS Office, databases, email, and internet.
- Ability to work with limited supervision, adapt to a variety of work scenarios, meet deadlines, and work under pressure.
- Exercise initiative and judgment.
- Ability to successfully execute administrative and research-oriented projects as well as an ability to exercise discretion and confidentiality.

**Assets:**

- Experience working in an art gallery and handling artworks.
- Knowledge of contemporary art and copyright law.
- Comfortable working with tools and on ladders, and the ability to lift 30 lbs.
- Experience using PastPerfect and Adobe Creative Suite is an asset.

In addition, candidates with a background in any of the following fields of study will also be strongly considered: English, Political Science, Women's Studies, Gender, Social Justice.

The Gallery welcomes all applications but only those short listed for the position may be contacted. All applications must be received by the Gallery by the due date (no postmarks);

**Cover letter and CV**

ATTN: Curator of Exhibitions and Collections

Deadline: April 15<sup>th</sup> 2019, 5pm MST

Email: info@aggp.ca

OR mail to:

Art Gallery of Grande Prairie 103,  
9839 103 avenue, Grande Prairie, AB  
T8V 6M7

## **Youth Summer Employment Opportunity: Curatorial Assistant**

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The Art Gallery of Grande Prairie is one of the largest square footage art galleries in Alberta. The Art Gallery is a place of art preservation, inspiration and exploration. We offer free admission, tours, programs, and activities for all ages. The Art Gallery presents an average of twelve art exhibitions per year and welcomes over 25,000 visitors annually while our traveling exhibitions will stop in roughly 25 venues annually throughout Peace Region and will see over 140,000 visitors.

### **General Description:**

The Curatorial Assistant at the Art Gallery of Grande Prairie will support the Curator of Exhibitions and Collections (CEC) in the research and development of exhibitions and programs to be delivered during 2019. The Curatorial Assistant will participate in daily operations as part of the Exhibitions Team.

This role includes assisting in the facilitation of two special projects including the Gallery's first Artist in Residence program and curatorial programming for a dedicated resource/project space for the exhibition "Sonic Youth" (November, 2019) as well as regular programming for exhibitions.

The role of this student is to assist the Curator of Exhibitions and Collections to research grant opportunities, to prepare, install and promote exhibitions, to work with the Artist-in-Residence in organizing public workshops and events, to plan the Annual Art Auction fundraiser.

**Position:** Curatorial Assistant, temporary

This position is supported through the Young Canada Works Program, and so is pending Gallery approval.

**Term:** May 5, 2019 – August 24, 2019 - 35 hours per week

**Salary:** \$17.62 per hour

**Deadline:** April 15<sup>th</sup> 2019, 5pm MST

### **Specific Duties:**

- Assist in the preparation and co-ordination of Artist-in-Residence program planned for May and June 2019.
- Organize accommodations and hospitality for Artist-in-Residence.
- Participate in creating programming for the Artist-in-Residence project.
- Assist with the installation of the Artist-in-Residence exhibition.
- Contribute to Artist-in-Residence public workshops.
- Research and develop "Sonic Youth" exhibition planned for Nov. 2019
- Prepare communication plans for upcoming exhibitions.
- Assist Curator of Exhibitions and Collections in identifying and researching grant opportunities, and preparing grant applications for operating funds and exhibition sponsorship.
- Develop programming associated with the "Sonic Youth" exhibition.
- Research and prepare report on grant opportunities from foundations and public sector sources, & compile a database of these opportunities.

- Contact artists to request artwork donations to the annual Art Auction fundraising event.
- Assist with planning and co-ordination of the annual Art Auction fundraising event.

**Requirements:**

The candidates for the position of Curatorial Assistant must be currently enrolled in undergraduate or graduate level Art History, Visual Arts or Curatorial Studies and planning to continue their studies in the fall of 2019. Candidates must also be registered with and eligible for the Young Canada Works Grant Program for 2019. In addition, you must

- be 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);
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- be willing to commit to the full duration of the work assignment;
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- have been a full-time student (as defined by their educational institution) in the semester preceding the YCW assignment; and
- intend to return to full-time studies in the semester following the YCW assignment.

**Skills and Abilities:**

- Knowledge of contemporary art history is important.
- Applicants should have strong verbal, written, analytical, research and organizational skills.
- Ability to successfully execute administrative and research-oriented projects.
- Ability to work with limited supervision, exercise initiative and judgment, meet deadlines, and adapt to a variety of work scenarios.
- Ability to communicate effectively with both the public and gallery staff. Computer skills, including working with design platforms such as Adobe InDesign.
- Must be comfortable working in a storage area and able to lift boxes weighing up to 20 kilos.

In addition, candidates with a background in any of the following fields of study will also be strongly considered: English, Political Science, Women’s Studies, Gender, Social Justice.

The Gallery welcomes all applications but only those short listed for the position may be contacted. All applications must be received by the Gallery by the due date (no postmarks);

**Cover letter and CV**

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