



## **COLLECTIONS ASSISTANT – YOUNG CANADA WORKS SUMMER PROGRAM**

### About the Gallery

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie 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.

<b>Closing date for application:</b>	<b>Monday, May 3 at 5pm MST</b>
Position start date:	June 7, 2021 – August 17, 2021
Work Schedule:	Monday to Friday
Hours:	35 hours per week
Wage:	\$17.62 per hour

### About the Position

The position's objectives are to assist the Curator of Exhibitions and Collections in the maintenance and management of the Permanent Collection, with an emphasis on collections research. The Collections Assistant will benefit from the unique opportunity of working with a public collection while making a contribution to new research and the presentation of key works from the Collection that reflect on the heritage and history of the region.

The student will gain key skills related to evaluating works and a specific understanding related to the review processes and government standards aimed at the preservation and growth of public archives and collections.

Applicants must be enrolled in the federal Young Canada Works program to be eligible.

### Qualifications:

- Currently enrolled in a post secondary program (diploma or degree) in Art History, Visual Arts or Curatorial Studies.
- Knowledge of contemporary art history is important.
- Applicants should have strong verbal, written, analytical, research and organizational skills.
- Advanced research skills.
- Excellent attention to detail.
- 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, exercise initiative and judgment, meet deadlines, and work under pressure.

- Ability to successfully execute administrative and research-oriented projects as well as an ability to exercise discretion and confidentiality.
- Ability to lift 40 lbs. (ie. large scale artworks - with assistance)

**Duties and Responsibilities:**

- Assist with the organization and storage of artworks to maximize the use of space
- Process new acquisitions into the collection
- Research existing works in the collection to update their biographical information
- Review and update information in the collection database
- Photograph artworks to update the collections database
- Identify works for deaccessioning
- Prepare an application to the Canadian Cultural Property Export Review Board
- Assist the Curatorial Team on an exhibition involving research from the Permanent Collection
- Conduct collection research with the assistance of the South Peace Regional Archives

**To Apply:**

**Resume and Cover Letter**

**Email:** [info@aggp.ca](mailto:info@aggp.ca)

**Call:** 780-532-8111

**Mail:** 103, 9839 103 Avenue, Grande Prairie, AB T8V 6M7

Candidates selected for an interview will be required to provide two references who are knowledgeable of their qualifications for this position.

The Art Gallery of Grande Prairie is an equal opportunity employer. We encourage applications from Aboriginal youth, persons with disabilities, members of visible minorities, new Canadians, and others who may contribute to the diversity of our organization.