

2026 Youth Employment Opportunity

Lake Country Art Gallery – Summer 2026



Join a small, dynamic public art gallery this summer and gain hands-on experience across operations, programs, and community engagement.

Lake Country Art Gallery is seeking a motivated and adaptable student to support administration, communications, and public-facing gallery work.

About the Lake Country Art Gallery

The Lake Country Public Art Gallery was founded in 2010 and is situated in the centre of the community near the Main Street area. The gallery hosts on average eight exhibitions each year, featuring local, regional, provincial, and national artists, as well as member and community shows.

Entering its sixteenth year of operation, this young and dynamic gallery continues to grow and establish itself through quality exhibitions, events, and programs that support professional, critical, and community art practices, contributing to the cultural life of the Central Okanagan region.

The Board of Directors and Executive Director oversee operations and are guided by a strong set of core values and mandate.

Mandate

The Lake Country Art Gallery informs and builds community through enriching and sometimes challenging exhibitions. It offers diverse and inclusive programming, supports artists in varied practices, and engages local and broader audiences with a strong contemporary voice.

The Gallery is committed to fostering a workplace free from harassment, sexual misconduct, and discrimination, and actively encourages applications from Indigenous peoples, culturally diverse communities, and official language minority communities.

Position: *Art Gallery, Public Programs and Summer Events Support*

Duration: 12 weeks (mid-June to end of August)

Hours: 32* hours per week

**average; flexible schedule ranging approximately 30–35 hours depending on programming needs*

About the Role

This position provides hands-on experience in the day-to-day operations of a public art gallery. Working within a small team, the successful candidate will contribute across administration, communications, public programming, and visitor engagement.

This is a varied role, with key emphasis on:

- public-facing engagement and visitor services
- program and event delivery
- administrative coordination and record-keeping
- communications, marketing, and digital content support

The role includes mentorship and learning opportunities while requiring reliability, initiative, and the ability to manage a diverse workload.

About You

You are curious, organized, and comfortable working in a dynamic, public-facing environment. You are equally confident working independently and as part of a small team, and you are motivated to learn through hands-on experience.

You may be studying in arts, education, business, communications, or a related field—or bring transferable skills from other areas that align with the role.

Key Responsibilities

Public Programming & Community Engagement

- Support delivery of public programs, workshops, and events
- Provide in-person and virtual gallery tours
- Assist in developing interpretive and educational materials

- Engage with diverse audiences across all age groups
- Support delivery of children’s summer art camps (ages 7–11)
- Collect feedback and assist with program evaluation and engagement data

Operations & Administration

- Act as first point of contact for visitors and enquiries
- Monitor and respond to emails in a timely manner
- Support registrations, scheduling, and general administrative systems
- Maintain records of attendance, activities, and program data
- Support volunteer coordination and daily gallery operations
- Assist in maintaining safe, clean, and welcoming public spaces

Communications, Marketing & Digital Content

- Manage and develop social media content across platforms
- Support newsletters, announcements, and public communications
- Assist in creating promotional and marketing materials
- Contribute to website updates and digital content (including Weebly)
- Capture, edit, and archive photo/video documentation

Requirements

- Completion of 2+ years of post-secondary education in a related field (Art, Art History, Design, Arts Education, Education, Social Work, Visual/Performing Arts, Marketing, or Business preferred)
- Strong organizational skills and ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Comfortable engaging with the public and diverse audiences
- Experience working with children or groups is an asset
- Familiarity with social media platforms (Facebook, Instagram, YouTube)
- Digital competency with laptops, tablets, and content creation tools

Assets include experience with:

Google Workspace, Canva, Mailchimp, Tockify, Microsoft Office, Weebly, and similar platforms

Important Eligibility Requirements

Applicants must:

- Be between 18 and 30 years of age at the start of employment*

- Be a Canadian citizen, permanent resident, or person with protected refugee status under the Immigration and Refugee Protection Act for the duration of employment**
- Have a valid Social Insurance Number and be legally entitled to work in Canada
- Be currently enrolled in full-time post-secondary education and returning to studies in Fall 2026

Applicants must be available for the full duration of the position and able to work a flexible schedule, including some evenings and weekends.

Position Details

- Start date: mid-June 2026
- 32 hours per week (average) for 12 weeks
- \$22/hour
- Flexible schedule required

Application

Send cover letter and resume to: manager@lakecountryartgallery.ca

Subject line: 2026summerjob

Please include two references in your application

Deadline: May 20, 2026

Applications will be reviewed as received; early applications are encouraged.

<https://www.lakecountryartgallery.ca/>

10356a Bottom Wood Lake Road, Lake Country, BC, V4V 1T9

We respectfully acknowledge that the Lake Country Art Gallery and Art House are located on the traditional and unceded territory of the Syilx/Okanagan people