

Art Gallery Assistant - Student Employment Opportunity

Lake Country, BC

Part-time Term Position (May-December 2023)

Lake Country Art Gallery is looking for a part-time Gallery Assistant. This is a term position starting May through to December 2023 with an opportunity to extend into 2024. This role is ideal for a post-secondary student studying the arts or business marketing.

This is an exciting opportunity to gain practical experience working in an art gallery, receive on-the-job training and mentoring, develop your network of artists and curators, and contribute to building a vibrant culture within the Lake Country community.

Job Description

This role is an important part of our team and works closely with the Lake Country Art Gallery Executive Director and Curator.

Key accountabilities include:

- Provide general administrative assistance for the Executive Director and the Gallery Curator.
- Serve as a Gallery Host, which includes staffing the reception desk, acting as first point of contact for gallery visitors, answering questions about exhibitions, and providing general information about gallery programming and events.
- Work with staff to create programming that supports the exhibitions including artist videos, gallery guides, or educational materials.
- Provide in-person and online gallery tours to interested individuals or groups, sharing relevant knowledge, and understanding of current exhibitions.
- Work with gallery volunteers for scheduling and training.
- Update Contact and Membership databases and generate reports to analyze trends and activities in order to determine effectiveness.
- Keep accurate records of attendance and visitor feedback.
- Gather and present engagement numbers from digital content including social media and YouTube.
- Work with volunteers to ensure the maintenance and cleaning of the Gallery spaces, including indoor and outdoor spaces.
- Support training of Seasonal Youth Employees.
- Ensure website content is regularly updated.
- Produce and distribute the bi-weekly Gallery Newsletter.

- Plan and create engaging social media content, maximizing community reach through the development of social media strategies.
- Use Canva or Adobe software to design, create and distribute marketing materials for each exhibition and other Gallery events.
- Provide a monthly report to the Executive Director, then for the Board of Directors.

Qualifications

The following skills and traits will ensure your success in this role.

- Strong interpersonal skills, and communication skills to verbally express ideas, concepts, and information to a wide variety of audiences, both orally and in writing.
- A good understanding of contemporary art and art history, including an awareness of popular culture and current world events.
- Demonstrated design skills using a variety of software.
- Ability to work with a variety of software and on-line media platforms including Weebly, G Suite, Join It, When I Work, Facebook and Instagram.
- Strong organizational, planning, and problem-solving skills.
- Evidence of strong leadership skills.
- Friendly, enthusiastic, positive attitude, respectful and professional conduct.
- Public speaking skills through facilitating and assisting in events which engage community members either online or in-person.

What's in it for you?

Through mentoring and apprenticeship under the Lake Country Art Gallery Executive Director and Curator, you will be encouraged to develop skills necessary to enter the arts & culture sector and the confidence to find great employment post-studies.

This role will provide opportunities for you to develop a wide range of skills including:

- Well-developed communication skills to verbally express ideas, concepts, and information to a wide variety of audiences, both orally and in writing.
- Ability to work within a team, interpersonal skills to build on strengths and manage work and required deadlines.
- Knowledge of art, art history, art techniques in relation to the exhibitions on offer at the gallery. Developing the ability to illicit ideas from the content into viable educational and activity-based materials.
- Ability to create learning outcomes and assess their effectiveness in a learning environment, through mentorship and support from fellow team members.
- Skills to measure effectiveness of marketing or promotional activities by analyzing data and engagement and providing feedback on improvements.
- Exposure to learning new technologies and ways of engaging remotely with community, researching new technologies and finding ways to adapt current programming to a digital format.

- Public speaking skills through facilitating and assisting in events which engage community members either online or in-person.
- Project management skills through organizing of educational materials and events, including effective use of time, ability to pivot and change depending on needs of organization.

Requirements

This role is funded by the Cultural Human Resources Counsel wage subsidy program under the ESDC Student Work Program and is strictly limited to Canadian post-secondary education students between the ages of 15-30 who are legally entitled to work in Canada.

Students from any one of the following related fields of study or work experience are ideal for this role: Visual Communications, Fine Arts, Visual Arts, Art History and Visual Culture, Creative and Critical Studies, Media and Popular Culture, Theatre, Film, Animation, Graphic Design, Marketing/Advertising and Business Studies. Those with events management, marketing or commercial business experience and a strong interest in art & art history could also be a good fit.

All applicants must be available to work a flexible schedule which will include weekends and at least one day midweek, plus occasional evenings.

This position pays at a rate of \$20 per hour.

About the Lake Country Art Gallery

Lake Country Art Gallery is the public art gallery in the municipality of Lake Country BC. Founded in 2009, this young, dynamic gallery continues to grow and establish itself with quality exhibitions, events and programs that support professional, critical, and community art practices, thereby providing creative contributions to the culture of the Central Okanagan region. The Board of Directors and the Gallery Manager oversee the operations of the art gallery and are guided by a set of core values working with the following mandate.

Mandate of the Lake Country Art Gallery

The Lake Country Art Gallery informs and builds community through enriching and sometimes challenging exhibitions. It offers diverse and inclusive programming and gives space to artists in varied artistic practices. It is accessible, engages the local community and beyond, and fulfils its role with a strong, contemporary voice.

Lake Country Art Gallery is committed to fostering a workplace free from harassment,

sexual misconduct and discrimination, ensuring employment equity and actively encouraging applications from Indigenous peoples, culturally diverse and official language minority communities.

How to Apply

Send your APPLICATION by EMAIL to executivedirector@lakecountryartgallery.ca

Use Email Subject: 2023galleryassistant

Include: **Cover Letter and Resume**

Attached file names must include **YOUR NAME and job number 1072**

Deadline for application: May 14, 2023

*Any inquiries about this position posting, please contact **Petrina McNeill*** executivedirector@lakecountryartgallery.ca