

This Place, This Team, And You: District of West Vancouver

CURATORIAL ASSISTANT REVISED

The West Vancouver Cultural Services Department is looking for a temporary 13-week full-time student to work as a Curatorial Assistant at the West Vancouver Museum, from June 2nd to August 29th, 2015. The incumbent will assist with the research and coordination of the summer exhibition, and related public programs and publications.

Reporting to the Assistant Curator, the Curatorial Assistant will assist with the installation of the summer exhibition showcasing local West Coast Modern residences; help produce supplementary materials for the exhibition; conduct research for related future publications and programs; provide organizational assistance throughout the development of this year's 10th Annual West Coast Modern Home Tour; support the Museum's off-site presence at the Harmony Arts Festival; and assist with the day-to-day operations of the gallery, including co-managing the gallery on Saturdays.

The West Vancouver Museum promotes the importance of local art, architecture, and design. This role will contribute valuable research for projects, while receiving training in curatorial practice in a professional gallery.

The ideal candidate will:

- be currently enrolled in graduate or undergraduate studies in Art or Art History, Architecture or Architecture History, Arts Administration, or Curatorial studies
- have experience using PC and Mac operating systems
- be proficient using MS Office, including Word, Excel, Outlook, and PowerPoint
- have basic design and/or photo editing skills, using Photoshop and/or InDesign
- have excellent oral & written communication skills
- preferably have experience coordinating special events, including liaising with vendors, staff, volunteers, media, and participants

This temporary position is supported by Young Canada Works in Heritage Organizations and is subject to confirmation of funding. Candidates must meet the Young Canada Works General Student Eligibility Criteria ([confirm eligibility here](#)) and register with Young Canada Works online ([register here](#)).

The successful candidate is required to supply a criminal record check and a copy of their credentials.

Position Status:	Summer Student <i>Please note: if the funding for this position is approved, participation in the WVMEA will be mandatory</i>
Hours of Work:	35 hours/week (Tuesday through Saturday)
Rate of Pay:	\$15 per hour + 4% in lieu of benefits
Closing Date:	Noon, April 24, 2015
To Apply:	Please visit the District of West Vancouver's Career Portal at www.westvancouver.ca/careers to apply for this position. Please note that all candidates must apply through the Career Portal; we are no longer accepting resumes via email or hard copy.

We want to thank all applicants, however only those chosen for an interview will be contacted.

