

Bill Reid Gallery

of Northwest Coast Art

VOLUNTEER POSTING

Volunteers are a vital part of the Bill Reid Gallery of Northwest Coast Art. Volunteers assist staff with visitor services, the gallery shop, collections management and special events. All volunteers must participate in training and orientation.

COLLECTIONS ASSISTANT (Volunteer)

Duties and Responsibilities:

The Collections Assistant, under direction from the museum curator, will assist with an inventory and storage upgrades to the gallery collection. The Collections Assistant may also assist with cataloguing, photography, research, database entry and organizing collections files.

The Assistant will acquire skills in collections inventory and cataloguing, museum standards and policy, database software, artifact handling, basic preservation, acquisition, storage, and research procedures. They will gain strategic planning, problem solving and leadership skills under direction of museum staff. The setting will provide experience in cultural diversity, working as a team, working collaboratively, and the importance of collections preservation.

Commitment: At least 6 months

Shifts: 4 hour shift (minimum), Tuesday – Friday during the day

About the Gallery:

Nestled in the heart of downtown Vancouver, this public gallery is named after the acclaimed Haida artist Bill Reid (1920-1998). It is home to the Simon Fraser University Bill Reid Collection and special exhibitions of contemporary Aboriginal Art of the Northwest Coast.

The Bill Reid Gallery of Northwest Coast Art is an initiative of the Bill Reid Foundation. Established in 1999 as a non-profit charitable organization, the Foundation's mission is to preserve the art and perpetuate the legacies of Bill Reid.

Eligibility:

The Collections Assistant must:

- be organized and detailed oriented
- have excellent verbal and written communication skills
- be reliable and responsible and able to work in a team or independently
- have knowledge and experience working with computer databases
- preferably have a background in museum studies, anthropology, art history or other related fields
- be willing to perform other related duties as required
- be 19 years or older
- be eligible to volunteer in Canada
- be physically able to bend, climb and lift up to 20 pounds

Benefits:

10% discount at the Gallery Shop

Application:

Please fill out our Volunteer Form (available on our website) and provide two references via email to Beth Carter, Curator at bcarter@billreidgallery.ca.