

This place, this team, and you: District of West Vancouver

CURATORIAL PROGRAMS ASSISTANT **REVISED**

The West Vancouver Cultural Services Department is looking for a temporary 13-week full-time student to work as a Curatorial Programs Assistant at the West Vancouver Museum, from May 17th to August 13th, 2016. This position will provide direct hands-on, career-related experience for a student considering a career in museum administration or curatorial practice.

The Curatorial Programs Assistant will assist with the development of the annual *West Coast Modern Home Tour* and the installation of the summer exhibition, and will lead the development of the Museum's off-site exhibition and related public programs for the District of West Vancouver's annual *Harmony Arts Festival*. The Curatorial Programs Assistant will support the day-to-day operations of the Museum, by monitoring the gallery and gift shop, with assistance from other staff and volunteers.

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

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 or Museum studies
- have experience using PC and Mac operating systems
- be proficient using MS Office, including Word, Excel, and PowerPoint to create, edit, and save documents, Outlook to create, share, and manage e-mail and attachments
- have basic design and/or photo editing skills, using Photoshop and/or InDesign
- have excellent oral communication skills, including an ability to address individuals and groups in formal and informal settings
- have excellent written communication skills, including an ability to effectively use social media including Facebook and Twitter
- preferably have experience coordinating special events, including liaising with vendors, staff, volunteers, media, and participants
- be outgoing and sociable, and feel comfortable engaging anyone in formal and informal conversations about art, architecture, and design

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

Position Status: Summer Student
Please note: participation in the WVMEA will be mandatory

Hours of Work: 35 hours/week (Tuesday through Saturday)

Rate of Pay: \$15 per hour + 4% in lieu of benefits

Closing Date: Noon, April 25, 2016

To Apply: **We do not accept applications via email or hard copy.** All candidates must apply with a resume and cover letter submitted through the District of West Vancouver's Career Portal at www.westvancouver.ca/careers

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