

Employment opportunity Curatorial Assistant

audainartmuseum.com

POSTED: May 12, 2016	CLOSES: June 10, 2016
POSITION:	Curatorial Assistant (1 position)
SALARY:	\$17.50/hr + % in lieu of benefits
SUPERVISOR:	Chief Curator
HOURS:	37.5 hrs per week
TERM:	Temporary Full-time – 10 weeks (June 20 – August 26, 2016)
LOCATION:	Whistler, British Columbia

JOB SUMMARY:

This is professional curatorial assistant work performed at the Audain Art Museum. The incumbent assists the chief curator in the development of the museum's permanent exhibit; the development of temporary exhibitions; engages in a variety of research activities; develops, in consultation with the chief curator didactic and interpretive material for exhibitions and publication; maintains curatorial records including databases and assists in the development of public engagement activities. The incumbent exercises considerable independence of judgment and action within established guidelines while unusual and policy matters are referred to a superior who reviews work performance in terms of effective maintenance of exhibitions and the efficiency of services provided.

RESPONSIBILITIES:

1. Assist the chief curator with the development of Audain Art Museum permanent collection exhibition;
2. Engages in research activities under the direction of a superior; locates, assembles, analyzes, consolidates and presents information on a variety of topics; prepares didactic material for publication;
3. Assists with the preparation of temporary and permanent exhibits; prepares installation plans; assists in the placement of art;
4. Establishes and maintains effective working relationships with a variety of internal and external contacts; as directed, and attends meetings when required;
5. Answers general enquiries regarding the Audain Art Museum's collection;
6. Assists in obtaining cost estimates related to collections and collection management;
7. Assists in the development of engagement activities for adults and children;
8. Recordkeeping, cataloguing, research, and data entry tasks; records management tasks;
9. Develops didactic and interpretive material for exhibitions in consultation with chief curator;
10. Travel may be required;
11. Other duties as required.

KNOWLEDGE / SKILLS / ABILITIES:

1. Working knowledge of art museum methods and techniques, such as those relating to the identification, and cataloguing of art;
2. Working knowledge of computerized recordkeeping methods and techniques related to the work performed;
3. Working knowledge of the value and significance of art;
4. Working knowledge of the principles, methods and techniques applicable to the display of objects;
5. Ability to conduct research and to prepare reports, didactics, and related informational material;
1. 6. Ability to implement and administer a variety of procedures related to the accession, storage, handling and display of art museum objects;

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7. Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the gallery on external committees as required;
8. Superior attention to detail;
9. Keyboarding skills and ability to use Word, Excel, Outlook, the Internet, and other computer programs as required;
10. Ability to meet deadlines, maintains program and administrative priorities, and adapt to shifting priorities and timelines.

OTHER REQUIREMENTS:

1. Valid B.C. Driver's license

QUALIFICATIONS:

1. High School Diploma or GED equivalent required;
2. Completed or studying towards a university degree in Education, Museum Studies, History, Visual Arts or a related discipline is highly desirable;
3. Minimum 1-2 years' experience working in a museum, art gallery or cultural setting.

The successful candidate will be required to complete/provide:

- Résumé
- 3 recent work related references;
- Applicants must be able to work in Canada;
- Criminal Records Check will be required by the successful candidate.

As these roles are subsidized by Canada Summer Jobs all applicants must also meet the following criteria outlined by Service Canada including:

- Between the ages of 15 and 30 years (inclusive) at the start of employment;
- Was registered as a full-time student during the preceding academic year;
- Intends to return to school on a full-time basis during the next academic year;
- Is a student in a secondary, post-secondary, vocational or technical program;
- Is a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Applicants are requested to submit résumé package including a cover letter describing their qualifications prior to 5:00 pm on Friday, June 10, 2016. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ALL RESUME PACKAGES MAY BE DIRECTED TO:

Please send your résumé
by June 10, 2016 to:

Audain Art Museum – Curatorial Assistant
Attention: Chief Curator – Darrin Martens
PO Box 5, Whistler, B.C. V0N 1B0

Email: dmartens@audainartmuseum.com
Subject Line: Curatorial Assistant

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