

AUDAIN ART MUSEUM

Summer Employment Opportunities

EXHIBITION ENGAGEMENT ASSISTANT (YCW Opportunity)

The Audain Art Museum is recruiting for an Exhibition Engagement Assistant for the summer of 2017 (June 1 – August 31). The successful candidates will: develop, coordinate and lead Audain Art Museum public engagement programs that foster understanding of British Columbia art history and contribute to enhanced visual arts literacy within and outside of Whistler; s/he will work collaboratively with Museum staff as well as local and regional authorities including Tourism Whistler and local programming officers from other cultural institutions including the Whistler Museum and Squamish Lillooet Cultural Centre; s/he will assist in the training and supervision of museum docents and contribute to the development of the Museum's contemporary and historical curatorial program.

RESPONSIBILITIES:

- Organize workload, assists with the development of work plans, prioritize tasks, assist with monitoring project budgets and schedules;
- Assist with the development of a series of hands-on creative public engagement programs for a variety of target audiences (preschoolers, children, youth, adults and seniors) related to the permanent collection and temporary exhibition;
- Completion of daily records and visitation reports;
- Assist with the coordinating volunteers and docents related to programs;
- Assist with marketing initiatives related to public programs;
- Assist in the production of program reports that relate to activities;
- Assist with the development of content for Museum website and social media related to the program area;
- Assist with coordinating volunteer schedules;
- Assists in the development of interactive material for exhibitions in consultation with chief curator;
- Other duties as required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of professional educational and museological ethics, standards, and practices are highly desirable;
- Strong time management and organizational skills;
- Superior attention to detail;
- Keyboarding skills and ability to use Word, Excel, Outlook, the Internet, and other computer programs as required;
- Knowledge of British Columbia and Canadian art history is highly desirable;
- Ability to work with a variety of audiences and to speak comfortably in public;
- Ability to meet deadlines, maintains program and administrative priorities, and adapt to shifting priorities and timelines

QUALIFICATIONS:

- High School Diploma or GED equivalent required;
- Enrolled in a University Degree in Education, Museum Studies, Art History, Visual Arts or a related discipline;
- Experience working in a museum, art gallery or cultural setting is highly desirable;
- Canadian citizen or a permanent resident, or have refugee status in Canada;

Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.

- Legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Are registered in the YCW on-line candidate inventory;
- Are willing to commit to the full duration of the work assignment;
- Have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- Intend to return to full-time studies in the semester following the YCW job.

The successful candidates will be required to complete/provide:

- 3 recent work related references;
- Criminal Records Check will be required by the successful candidates

This position is dependent on Young Canada Works funding. Interested candidates should forward their resume with a cover letter to:

EXHIBITION ENGAGEMENT ASSISTANT Competition
Audain Art Museum
P.O. Box 5
Whistler, British Columbia, Canada, V0N 1B4

OR

eedwards@audainartmuseum.com

Subject line: EXHIBITION ENGAGEMENT ASSISTANT Competition

Interviews for these positions will take place at the Audain Art Museum in May of 2017.

Application deadline: April 28, 2017.

The Audain Art Museum is a fully accessible institution and an equal opportunity employer. We thank all candidates for their interest and application; only those selected for an interview will be contacted.

AUDAIN ART MUSEUM

CURATORIAL ASSISTANT (YCW Opportunity)

This is professional curatorial assistant work performed at the Audain Art Museum during the summer of 2017 (June 1 – August 31). The incumbent assists the chief curator in the development of special 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:

- Assist the chief curator with the development of Audain Art Museum special exhibitions;
- 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;
- Assists with the preparation of temporary and permanent exhibits; prepares installation plans; assists in the placement of art;
- Establishes and maintains effective working relationships with a variety of internal and external contacts; as directed, and attends meetings when required;
- Answers general enquiries regarding the Audain Art Museum's collection;
- Recordkeeping, cataloguing, research, and data entry tasks; records management tasks;
- Develops didactic and interpretive material for exhibitions in consultation with chief curator;
- Travel may be required;
- Other duties as required.

KNOWLEDGE / SKILLS / ABILITIES:

- Working knowledge of art museum methods and techniques, such as those relating to the identification, and cataloguing of art;
- Working knowledge of computerized recordkeeping methods and techniques related to the work performed;
- Working knowledge of the value and significance of art;
- Working knowledge of the principles, methods and techniques applicable to the display of objects;
- Ability to conduct research and to prepare reports, didactics, and related informational material;
- Ability to implement and administer a variety of procedures related to the accession, storage, handling and display of art museum objects;
- 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;
- Superior attention to detail;
- Keyboarding skills and ability to use Word, Excel, Outlook, the Internet, and other computer programs as required;
- Ability to meet deadlines, maintains program and administrative priorities, and adapt to shifting priorities and timelines.

OTHER REQUIREMENTS:

- Valid B.C. Driver's license

QUALIFICATIONS:

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

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 this role is 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.

This position is dependent on Young Canada Works funding. Interested candidates should forward their resume with a cover letter to:

CURATORIAL ASSISTANT Competition
Audain Art Museum
P.O. Box 5
Whistler, British Columbia, Canada, V0N 1B4

OR

dmartens@audainartmuseum.com
Subject line: CURATORIAL ASSISTANT Competition

Interviews for this position will take place at the Audain Art Museum in May of 2017.

Application deadline: April 28, 2017.

The Audain Art Museum is a fully accessible institution and an equal opportunity employer. We thank all candidates for their interest and application; only those selected for an interview will be contacted.