



Two Rivers Gallery  
725 Canada Games Way  
Prince George BC  
Canada V2L 5T1

## Job Opportunity | Curatorial Intern

**Job title:** Curatorial Intern  
**Organization name:** Two Rivers Gallery  
**Job location:** Prince George, BC  
**Program stream:** Young Canada Works at Building Careers in Heritage  
**Length of assignment:** 2017-10-02 – 2018-03-02  
**Hourly wage:** \$17.00

Two Rivers Gallery, the centre for art and creativity in Northern BC, is hiring a Curatorial Intern. The position provides a unique opportunity for a recent post-secondary graduate to intern with Two Rivers Gallery's Curatorial team. The Curatorial Intern will work in an active curatorial department and play an important role in its day-to-day activities. With extensive training the Curatorial Intern will focus on four main areas of activity: Curatorial Research, Exhibitions Installation, Curatorial Programming & Interpretation, and Curatorial Administrative Support.

Individuals who have completed work placements in the Two Rivers Gallery curatorial department in the past have gone on to successful careers in education, curatorship and museum administration. All the skills this intern develops will be transferable to any field. The position of Curatorial Intern will provide valuable project management experience for this recent graduate, enhancing employability, while providing experience in art gallery curation. This internship will provide opportunities to work and network with professionals in the field in a small, creative and inclusive team environment.

This position is full time, with 37.5-hour weeks, for 22 weeks from October 2, 2017 to March 2, 2018. The rate of pay is \$17.00/hour.

The Prince George Regional Art Gallery Association does not discriminate on the basis of ethnicity, colour, religion, gender, sexual orientation, age, or disability in our programming, services, and staffing and volunteer needs. As a provincially chartered non-profit society in British Columbia, a policy of equal opportunity and non-discrimination is fundamental to our mission. Two Rivers Gallery is interested in hiring young Canadians from other parts of the country and/or with other languages in addition to English, as well as those who self-identify as Aboriginal.

### Qualified applicants should submit a detailed resume to:

George Harris  
Curator/Artistic Director  
Two Rivers Gallery  
725 Canada Games Way  
Prince George, BC V2L 5T1  
[george@tworiversgallery.ca](mailto:george@tworiversgallery.ca)

The Curatorial Intern will be working in Prince George, BC, "the Volunteer City" and business centre of the north. With a population of approximately 75,000, Prince George is the only community in northern BC that offers the amenities and benefits of a thriving city within mere minutes of beautiful, pristine forests and lakes. Two Rivers Gallery serves the city and the Regional District of Fraser-Fort George, which includes the rural communities of McBride, Mackenzie and Valemount.

Telephone: 250.640.7800  
[www.tworiversgallery.ca](http://www.tworiversgallery.ca)

## Qualifications

This position is suitable for Graduate Students of Art History, Museum Studies or related fields. Knowledge of the visual arts, an enthusiasm for contemporary Canadian art and a familiarity with the operation of an art gallery is important. A familiarity with Northwest Coast Art and a good working knowledge of databases is an asset. Knowledge of Microsoft Office applications is required, good communication and research skills are essential. **Candidates must be eligible according to the Young Canada Works at Building Careers in Heritage eligibility criteria.** Check criteria at the following link: <http://canada.pch.gc.ca/eng/1459869949087>

**The Curatorial Intern will be responsible for the following projects:**

### **Curatorial Research:**

- Assist with curatorial research for upcoming exhibitions;
- Assist with research for major projects;
- Meet with potential exhibiting artists (studio visits);

### **Exhibitions Installation:**

- Assist curatorial staff with installing & de-installing main gallery exhibitions and monthly Galleria exhibitions;

### **Curatorial Programming and Interpretation:**

- Assist in the planning and management of an opening night event;
- Assist with organization of artists' talk, including travel and accommodation arrangements;
- Work with curatorial and programming staff to organize exhibition related programs including workshops and panel discussions

### **Curatorial Administrative Support:**

- Assist in catalogue production including proof reading, cataloguing publications and sharing publications with other museums and galleries;
- Assist with exhibition promotion and promotion of curatorial programming events;
- Assist with registrar duties including shipping arrangements, condition reports
- Coordinate call for artist for group exhibition
- Provide administrative support for exhibitions including information management and shipping arrangements

**Application deadline:** September 28<sup>th</sup>, 2017

\* Start date may be changed in order to allow time for the successful applicants relocation.