

AUDAIN ART MUSEUM

POSITION: Indigenous Assistant Curator (Young Canada Works Internship)
SUPERVISOR: Chief Curator
HOURS: 35 hrs per week
TERM: Full-time - term (October 9, 2017 – March 30, 2018), possibility of extension, grant dependent
SALARY: \$20.00/hr
LOCATION: Audain Art Museum, Whistler, British Columbia

JOB SUMMARY: This is professional curatorial work performed at the Audain Art Museum. The incumbent assists the chief curator in the institutions Beau Dick: Revolutionary Spirit project including but not limited to: research; registration; develops, in consultation with the chief curator didactic and interpretive material for exhibitions and publication; provides tours to museum visitors, maintains curatorial records including databases and arranges shipping. 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:

- Assists the chief curator with the Beau Dick: Revolutionary Spirit project;
- Engages in research activities under the direction of the chief curator; locates, assembles, analyzes, consolidates and presents information on a variety of topics; prepares didactic material for publication;
- Assists with the preparation of temporary exhibits; suggests themes, prepares plans and storylines; assists in the selection of artworks; as required, assists with installation of exhibitions.
- Assists with the administration of the museums temporary exhibition program; implements methodology for and ensures the accurate recording of artworks in the museum's temporary exhibition program;
- Oversees and participates in the handling and storage of all artworks and/or artifacts; monitors the condition and location of objects held by the museum; arranges for and assists in the cleaning and restoration of objects as required;
- Establishes and maintains effective working relationships with a variety of internal and external contacts; as directed, attends meetings and represents the Museum;
- Answers general enquiries regarding the museum's collection and donation and loan procedures.
- Assists in preparing budgets; obtains estimates; as required, assists with developing and writing grant applications; makes recommendations regarding policies and procedures for collections management.
- Leads tours of permanent collection and temporary exhibitions;
- Recordkeeping, research, and data entry tasks; plans and carries out orientation and on-the-job training of new staff;
- 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 museum methods and techniques, such as those relating to the identification, and cataloguing of objects.
- Working knowledge of computerized recordkeeping methods and techniques related to the work performed.
- Working knowledge of the value and significance of art and artifacts.
- Working knowledge of the principles, methods and techniques applicable to the display of objects.
- Ability to conduct research and to prepare reports, pamphlets, and related informational material.
- Ability to implement and administer a variety of procedures related to the accession, storage, handling and display of museum artworks.
- 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;
- Knowledge of British Columbia First Nations artwork, history and culture
- 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.

OTHER REQUIREMENTS:

- Valid B.C. Driver's license;

QUALIFICATIONS:

- Be of Canadian First Nations descent;
- University Degree in Education, Museum Studies, History, First Nations Studies, Visual Arts or a related discipline required;
- Minimum 2-3 years' experience working in a museum, art gallery or cultural setting is desirable.

The successful candidate will be required to complete/provide:

- Three recent work related references;
- Criminal Records Check will be required by the successful candidate;
- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible;
- Be legally entitled to work in Canada;
- Be of First Nations ancestry;
- Be between 16 and 30 years of age at the start of employment;
- Have finished the school term at the start of employment;
- Meet the specific eligibility criteria of the program to which you apply;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours a week) while employed with YCW.

HOW TO APPLY:

E-applications only to: dmartens@audainartmuseum.com
Subject line: Indigenous Assistant Curator
Attachments: Cover letter plus recent resume
Deadline for application: September 22, 2017, 4 pm

Please note that only those selected for an interview will be contacted.