

March 27, 2019

Job Description: Policy Development Assistant

Internship Term: September 3, 2019 – January 17, 2020

Position Summary

Working closely with the Executive Director and Board Policy Committee the Policy Development Assistant will create a current comprehensive Policy and Procedures Manual for the Vernon Public Art Gallery. This will include updating current policies, as well as identifying and implementing new policy. The Policy Development Assistant will be required to review existing manuals and work with all gallery staff to identify changes that need to be reflected in the updated manual. The Policy Development Assistant will have the opportunity to learn about how an art gallery operates as well as how a non-profit society functions. They will have ample opportunity to learn and work under the supervision of various gallery departments, and will complete additional duties as required.

Description of Tasks

- Review the Board of Director's Manual
- Review the current Policy and Procedures Manual making notes on organizational updates and other changes
- Access samples from other cultural institutions
- Research best practices
- Consult with local professionals in Human Resources
- Work with all gallery staff to identify changes that need to be reflected in the updated procedures manual
- Reception duties as required: cash handling, recording statistics, welcoming and directing visitors, directing phone calls, and other related duties
- Completing periodic progress reports
- Attend supervisory meetings with the Executive Director
- Additional tasks as directed by the Executive Director
- Prepare appropriate plans, documents, and materials for ratification with the Board of Directors

Qualifications

- Must be a recent graduate preferably with experience or coursework in museum/heritage studies, business, public policy, or human resources.
- Some post-secondary coursework in the following areas: business, public policy, fine arts, administration, management, writing, research strategies, or museum/heritage studies
- Excellent communication skills, both written and verbal
- Able to work collaboratively in a team-oriented environment and on independent projects
- Excellent time management and organizational skills
- Research skills
- Detail-oriented and a strong work ethic
- Proficient in the use of computers, Microsoft Office Suite, and internet applications are considered assets
- Experience working with the public institutions, knowledge of art and culture sectors, knowledge of policy development, and experience with non-profit organizations are considered assets.

Being a cultural facility, the Vernon Public Art Gallery welcome participation from the Government of Canada's job equity groups. The proposed position has flexibility to accommodate such individuals.

To ensure YCW eligibility, all participants must register online with YCW. Positions subject to grant approval.



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www.vernonpublicartgallery.com

Application Deadline is June 30, 2019.

Please submit resume and cover letter to:

Dauna Kennedy, Executive Director
dauna@vernonpublicartgallery.com

Or

Attn: Dauna Kennedy
Vernon Public Art Gallery
3228-31st Ave
Vernon, BC
V1T 2H3

No phone calls please. Only candidates selected for an interview will be contacted.