



CCBC Summer Student Career Placement 2019

Job Title: Gallery Assistant
Hours of Work: Monday – Friday 10 – 5:30
Hourly Wage: \$15/hr
Placement Date: May 27, 2019 to August 23, 2019

The Citizens of Craft program was developed by the Canadian Crafts Federation to increase Canadian's understanding of and engagement with craft in its' many forms. Ponder Craft & Design program was developed by CCBC to increase the public's technical knowledge of craft and how they can incorporate it into everyday life not just at Christmas.

Tasks include:

- research programming offered by each of BC's regional/community art councils
- assess how best to integrate the Citizens of Craft into existing programs
- produce an introduction package to give to regional/community art councils around Citizens of Craft and Craft Year 2020
- disseminate the packages and follow-up with councils
- assess how many arts councils plan to use the Citizens of Craft and they plan to use it
- research all BC cultural festivals that offer craft or craft making as a part of their festivals
- provide artist demonstration support
- assist in other ongoing tasks as needed

Skills and Experience Required:

- Arts, community heritage, education and/or cultural programming
- Currently in 2nd, 3rd or 4th year of program
- Some experience with community development, or working in the not-for-profit sector
- Strong interest and passion for craft and heritage
- Excellent written and verbal communication skills (English)
- Strong interpersonal skills
- Competent and competent computer literacy skills
- Ability to use own initiative in problem solving and also know when to ask for help



- Excellent time management and organization skills
- Social media skills would be an asset
- Project management skills would be an asset
- Must be ok to work alongside our office dog.

As an equal opportunities employer, we encourage applications from all qualified candidates and consideration of equity groups (women, visible minority) will be made.

Position dependent on the following eligibility criteria:

- Must be a Canadian student, legally entitled to study and work in Canada. You must be registered with the Young Canada Works inventory at <https://young-canada-works.canada.ca/Account/Register> and you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job. You must be willing to commit to a work assignment up to 13 weeks.

Please submit a cover letter and resume to Raine Mckay @ raine.mckay@craftcouncilbc.ca by May 10th