



## CCBC Summer Student Career Placement 2019

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

We are looking for a creative and motivated student to work with our exhibition and social enterprise teams to help mount 2 material-based exhibitions and support the 152 artists that make up the gallery shop. The student will work in the gallery in an effort to engage the over 27,000 visitors that make their way thru our gallery in the summer.

### Tasks include:

- becoming conversant with the 152 artists in the gallery shop
- work with the exhibiting artists around the setup of their exhibitions
- produce exhibition handouts and signage
- research possible exhibition sponsors for upcoming exhibitions
- interact with the visiting public around the exhibitions in the gallery space
- online promotion of 135 artists in the gallery shop
- help with the visual merchandising of the gallery shop
- assist in other ongoing tasks as needed

### Skills and Experience Required:

- arts, community heritage and/or cultural programming
- currently in 2nd, 3rd or 4th year of program
- some experience with mounting exhibitions would be an asset
- experience 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
- visual merchandizing experience 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](mailto:raine.mckay@craftcouncilbc.ca) by May 10th