



Aug. 19, 2020

**Job posting: Fund Development Assistant:**

Vernon Public Art Gallery  
3228 – 31st Avenue  
Vernon, BC  
V1T 2H3

Join the Vernon Public Art Gallery as we create a cultural hub for the North Okanagan! The VPAG is hiring a full-time intern to serve as a Fund Development Assistant.

Running Sept. 14, 2020 to March 12, 2021, the 25-week position is open to post-secondary graduates, preferably with experience or studies in museum/heritage, business, or marketing.

Be part of the cultural future in the North Okanagan while enjoying urban amenities and the sunny Okanagan lifestyle. Assist in the strategy and implementation of the VPAG's Fund Development Plans and contribute to the plans for the new Greater Vernon Cultural Centre.

Position/Project Qualifications are as follows:

- Education: Some post-secondary coursework in the following areas: business, marketing, fine arts, communications, administration, or museum/heritage studies
- Excellent communication skills, both written and verbal
- Able to work in a team-oriented environment and on independent projects
- Excellent time management and organizational skills
- Research skills
- Proficient in the use of computers, Microsoft Office Suite, point-of-sale systems, internet applications, and donor platforms (especially Blackbaud eTapestry) are considered assets
- Experience working with the public, knowledge of art and culture sectors, and experience with fundraising are considered assets

The Vernon Public Art Gallery welcomes participation from the Government of Canada's job equity groups. To ensure Young Canada Works (YCW) eligibility, all applicants must register online at <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>.

Positions are subject to grant approval.

Please submit your application to:

Dauna Kennedy

VPAG, Executive Director

Email: [dauna@vernonpublicartgallery.com](mailto:dauna@vernonpublicartgallery.com)

Mail: 3228 – 31st Avenue, Vernon BC, V1T 2H3

Closing date for applications is Sept. 4, 2020.