

YCW CURATORIAL ASSISTANT



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| Applications due: | Monday, April 1, 2019, 5:00 P.M. |
| Length of employment: | 16 weeks – To be confirmed |
| Hours: | 35 hours/week (Monday to Friday, with periodic evening and weekend work required throughout term) |
| Remuneration: | \$17.50 per hour |
| Start Date: | Monday, May 13, 2019 |
| End Date: | Friday, August 23, 2019 |

Organization Description:

The Evergreen Cultural Centre, a registered charitable organization and not-for-profit society, opened its doors in October 1996 in the new Town Centre in Coquitlam, British Columbia. A shared vision of the City of Coquitlam, the Tri-City arts community, private business and senior government, it is a facility and organization committed to providing excellence in arts and culture. The Centre houses a 257-seat, flexible black box theatre and a 1500 square foot public art gallery. The Rehearsal Studio and several art or meeting studios provide an additional 5000 square feet of space for Evergreen's classes, workshops and rentals while the spacious glassed-in Lobby offers a spectacular view of Lafarge Lake. The Evergreen Cultural Centre presents a variety of arts programs including professional theatre, dance and music presentations, art exhibitions, arts education programs, and public programs for both children and adults, including arts camps.

The Art Gallery at Evergreen engages visitors through curated exhibitions, activated by public programs and dynamic school workshops. The AGE focuses on contemporary art and ideas explored by professional artists working in all mediums. We also support young artists through our annual Emerging Talent exhibition, which features work by local high school students from School District 43. We believe that art is integral to the fabric of daily life and seek opportunities to connect people with artists and the creative process.

Website: evergreenculturalcentre.ca

Job description:

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The Art Gallery at Evergreen (AGE) at the Evergreen Cultural Centre in Coquitlam seeks a Curatorial Assistant to support the development and delivery of the AGE's exhibitions and public programming.

Responsibilities:

The Curatorial Assistant will work closely with the Curator/Visual Arts Manager to support the development and delivery of the AGE's 2018/2019 and 2019/2020 exhibitions, public and educational programs. The Curatorial Assistant will assume a vital role in the delivery of the AGE's summer programming, with a focus on public engagement.

- Greet and engage gallery visitors during regular gallery hours.
- Contribute research and writing towards the preparation of exhibition interpretation, grant applications, marketing materials.
- Provide research assistance and administrative support to the Curator on the development of upcoming programs for the AGE's 2018/2019 summer and fall exhibitions and public engagement activities.
- Plan and facilitate Evergreen Cultural Centre participation in community events such as Canada Day, Neighbourhood Nights and Kaleidoscope Arts Festival.
- Assist with program development, management and delivery of our summer 2019 exhibition.
- Coordinate logistics for the fall 2019 exhibition.
- Generate content and manage the gallery social media.
- Provide support for the Evergreen's summer arts camp activities with the Public Programming Coordinator.
- General administrative duties.

Qualifications:

The Curatorial Assistant will be a graduate in Fine Arts, Curatorial and Critical Studies, Art History, Interactive Arts, History or related field and will possess:

- Demonstrated knowledge of current contemporary Canadian and international artistic trends.
- Interest and engagement with the local arts community.
- Interest in public engagement and educational program planning and delivery in the arts.
- Experience working with children and youth considered an asset.
- Exceptional verbal and written communications skills.
- Exemplary organization skills.
- Strong interpersonal skills.
- Ability to complete tasks with minimal supervision.
- Ability to take initiative and problem solve.
- Computer experience with Microsoft Office suite and social media platforms.
- Strong social media skills preferred.

- Volunteer or work experience in a gallery or museum environment desirable.

Apply:

Applicants must be a full-time student between the ages of 16-30, returning to studies in the fall. Applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, not have another full time job (30+hours/week) and be registered in the YCW online candidate inventory (www.youngcanadaworks.gc.ca). Please note that this temporary position is supported by Young Canada Works in Heritage Organizations and is subject to confirmation of funding.

Please send your resume (including confirmation that you are eligible for this position), including cover letter and any other special instructions listed above to the contact name below by the date specified.

Contact: Katherine Dennis, Visual Arts Manager
Email: katherine@evergreenculturalcentre.ca
Address: Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam, BC V3B 7Y3
Deadline to apply: Monday, April 1, 2019, at 5:00 PM

Only those applicants selected for interviews will be contacted. No telephone calls please.