

CURATORIAL ASSISTANT

Applications due: November 6, 2020

Length of employment: Full time, 1-year contract

Hours: 35 hours per week including weekends and occasional evenings

Remuneration: \$20/hour

Organization Description:

The Evergreen Cultural Centre Society is a registered not-for-profit organization whose mandate is to provide cultural services in visual and performing arts to the Tri-Cities regional district. Our mission is to be recognized as the choice cultural destination in our community by providing engaging and quality entertainment, exhibitions and art programs in a welcoming environment. We envision being a centre for excellence in diverse artistic endeavours, locally treasured, and widely respected. 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 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 Art Gallery at Evergreen (AGE) 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 believe that art is integral to the fabric of daily life and seek opportunities to connect people with artists and the creative process.

Website: www.evergreenculturalcentre.ca/exhibit

Job description:

The Art Gallery at Evergreen (AGE) within Coquitlam's Evergreen Cultural Centre (ECC) seeks a Curatorial Assistant to support the development and delivery of the AGE's exhibition, public and educational programs. Working closely with the Curator/Visual Arts Manager, this role supports the coordination and implementation of our exhibition program, leads the growth of our digital audiences through social media and takes on a key role in audience engagement.

Responsibilities:

- Greet and engage gallery visitors, support art gallery operations and supervise volunteers during public gallery hours.
- Provide research assistance and administrative support to the Curator/Visual Arts Manager on the development of upcoming exhibitions and public programs.
- Coordinate exhibition logistics and install artworks.
- Contribute research and writing towards exhibition interpretation, grant applications and promotional materials.

- Deliver public programs, such as exhibition tours or hands-on workshops.
- Work collaboratively with the Youth Engagement & Performing Arts Assistant to develop and implement innovative, interdisciplinary youth-oriented programming.
- Create and manage gallery social media and other digital content to connect to audiences across platforms.
- Assist with program development and delivery for our community partnerships, including city run festivals and Culture Days activities.
- General administrative duties and other related duties as necessary.

Qualifications:

- A bachelor's or master's degree in art or art history, museum or curatorial studies or related field and one or more years of experience working in a related setting; or equivalent combination of education, training, and experience.
- Demonstrated knowledge of current contemporary Canadian and international artistic trends.
- Interest in and active engagement with the local arts community.
- Volunteer or work experience in installation and dismantling of exhibitions and handling of artwork. Ability to lift up to 30 lbs.
- Volunteer or work experience working with children and youth considered an asset.
- Familiarity with and interest in working with various social media platforms, primarily Instagram and Facebook.
- Excellent customer service skills.
- Exceptional written and verbal communications skills and strong interpersonal skills.
- Creative thinker with a mind for organizing details.
- Ability to take initiative and problem solve while meeting deadlines.
- Strong computer skills working with MS Office Suite.
- Photography, videography and design skills are a major asset.

The candidate must be prepared to obtain a valid criminal record check.

Apply:

Please send your resume, including cover letter by **Friday, November 6, 2020** to:

Contact: Katherine Dennis, Visual Arts Manager/Curator
Email: katherine@evergreenculturalcentre.ca
Address: Evergreen Cultural Centre, 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

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