

Curatorial Assistant- Visitor Engagement and Communications

14 weeks

May 15 to August 18, 2018**

Tues to Sat 9:00 am to 4:30 pm

\$14.60/hr

Location of work: Legacy Art Gallery downtown, 630 Yates St., with occasional work on campus

** Please note this position is subject to funding and may start 1-2 weeks later than May 15 depending on timely communication from Young Canada Works.

Job description:

As part of the front of house staff team responsible for visitor engagement the Curatorial Assistant- Visitor Engagement and Communications will be trained by our staff specialist to deliver the Legacy Art Gallery's visitor engagement program.

Approximately half of the student's time will be spent on visitor engagement, working at the front desk interacting with visitors.

The other half will be spent on preparation and communications for three exhibitions: *The Time of Things*, *Testify* and *Our WSÁNEĆ Community* including:

- Participate in an aspect of the development, delivery and publicizing of summer and early fall programs relating to Indigenous themed exhibitions, *The Time of Things*, *Testify* and *Our WSÁNEĆ Community*. Specific days for programming include Integrate Arts Festival, Car Free YYJ, Orange Shirt Day and Culture Days.

Additional responsibilities:

- Assist with updating campus loan agreement for art on loan in public spaces.
- Assist with ongoing formulation of a communications strategy to improve our profile on campus.

Qualifications:

Second year or higher University student, in related academic discipline such as Humanities, Fine Arts, Social Sciences, Museum Studies or related discipline. Experience in and/or a passion for the arts/culture field. Advanced computer skills in a Mac environment: word press, Photoshop, InDesign, wordpress would be considered an asset. Excellent verbal and written communication skills. Able to work independently and exercise good judgment. Ability to work as part of a team. Able to manage multiple projects and deadlines and adapt to changing priorities. Understanding of the role and application of social media in a cultural organization.

Candidates should register on the [Young Canada Works website](#) and are asked to verify prior to the interview that they qualify for the YCW program:

- be legally entitled to work in Canada;
- be a Canadian citizen or a permanent resident, or have refugee status in Canada. Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible;
- be between 16 and 30 years of age at the start of employment;
- meet the eligibility criteria of the program for which you have been approved;
- be registered in the YCW on-line candidate inventory;
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW.

Please send cover letter and c.v. to Caroline Riedel, Curator, UVic Legacy Art Galleries, criedel@uvic.ca by Monday March 12, 2018

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university