

## Curatorial Assistant- Visitor Engagement and Communications

16 weeks ; funded by Young Canada Works (see eligibility requirements below)

May to August 2020

\$16.00/hr

Location of work: Legacy Art Gallery downtown, 630 Yates St., with occasional work at University of Victoria Gordon Head campus

Work hours: Tues to Sat 9-430, with an adjusted schedule on Thursdays (12:30-8pm to accommodate summer opening hours); very occasional evening hours for evening events with time off in lieu

At UVic Legacy Art Galleries art activates research and learning through university and community collaborations. Our exhibitions and programs promote dialogue around issues that matter. Legacy's art collection (historic and contemporary art, with a focus on contemporary Northwest Coast Indigenous) is accessible to the community as well as students and faculty. Exhibitions are held at the Legacy Downtown, on campus at Legacy Maltwood and in the First Peoples House. Informal installations on campus and in public locations across Victoria include more than 1800 works. Legacy's community and partnerships, resulting in exhibitions and public programs, consistently address relevant societal topics.

### Job description:

The Young Canada Works summer student will be involved in several key areas

i) **Visitor Engagement** - As part of the front of house staff team responsible for visitor engagement the Young Canada Works student will be trained by our staff specialist for the Legacy Art Gallery's visitor engagement program to meaningfully engage visitors with exhibition content. In this role the student will also compile a record of interactions with visitors, log attendance statistics and administer informal survey questions. The student will be responsible for assisting with gallery setup and takedown for special events such as lectures, receptions and other public events. The student will also assist with the delivery of summer public events as assigned.

ii) **Indigenous art tour development and delivery** – the student will assist the Assistant Curator (Indigenous Art) with developing guided tours and digital resources including an on-line self-tour. The student will help with tour delivery in the summer and plan for Fall bookings including Weeks of Welcome, new faculty orientation and classroom presentations.

ii) **Exhibitions** -The student will assist with the take down of exhibitions and preparation of didactic material and installation of Legacy's summer and early fall shows.

iii) **Collections management**- Working with the Curator of Collections the student will assist with a number of museum collections procedures such as condition reporting, cataloguing new acquisitions, data entry, and updating campus loan agreement for art on loan in public spaces.

iv) **Data standardization** – the student will work with the Database Coordinator on loan renewals, file naming and organization and standardizing data vocabulary.

v) **Communications** activities – working with the Community Engagement Coordinator the YCW student will assist with social media posts and other publicity material.

**Qualifications:**

Second year or higher university student, in related academic discipline such as Humanities, Fine Arts, Social Sciences, Museum Studies, Indigenous Studies or related discipline. Experience in and/or a passion for the arts with an interest and background in museums, Indigenous culture and education. Advanced research and writing skills. Advanced computer skills in a Mac environment: word press, Photoshop, InDesign, Word Press 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.

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity.

**Please note that this position is funded by Young Canada works.** A student may be eligible for employment under this program if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.

**Note:** Young Canada Works gives priority to students who have not previously participated in a summer work experience program

Please address your cover letter to Caroline Riedel, Curator of Collections.