



## **JOB POSTING**

### **Gallery Administrative Assistant**

#### **Dawson Creek Art Gallery**

#### **Overview**

Would you like to work at the most fun place in Dawson Creek? This temporary full-time Summer Student position with the Dawson Creek Art Gallery seeks an enthusiastic candidate to work directly with visitors and the artist community. The successful candidate will assist in the implementation of art exhibitions, community art-based projects and events, and carry out general everyday duties of running the gallery, its programming, and the gift shop.

Applicants must be students between 15 and 30 years of age, and are preferably pursuing education in Fine Arts, Education, Early Childhood Education, History, Art, or Recreation, and intend to return to school on a full-time basis for the 2023/2024 academic year.

#### **Responsibilities:**

Assist with the general everyday office/reception duties;

Assist in the gift shop by handling cash, working the till, interacting with patrons, setting up displays, and processing inventory;

Assist in gathering exhibition entries, hang and crate up work, display and label artwork for 4 summer exhibitions and a community Art Walk program;

Interpret exhibitions to tourists and visitors to the gallery by promoting the exhibitions as education and community assets and conducting tours of the exhibitions;

Provide all visitors with an educational and enjoyable art experience;

Prepare press releases and advertising to all media, brochures and invitations, and related archive material. Updating and promoting the Art Gallery via Facebook and social media networks.

#### **Qualifications:**

Currently pursuing education in Fine Arts, Applied Business Technology, Administration, History, Art, or Recreation;

Willingness to learn, a passion for art, projects a professional image, excellent verbal communications skills and enjoy working with the public;

Experience in working in tourism, retail and/or an office setting would be an asset, as well as strong organizational and computer skills (specifically Microsoft and Simply Accounting);

Having French as a second language would be an asset, but is not mandatory;



Must be able to successfully pass a Vulnerable Sector Criminal Record check

Applicants must be a student between 15 and 30 years of age;

Have been registered as a student in the 2022/2023 academic year;

Intend to return to school on a full-time basis for the 2023/2024 academic year;

Be a Canadian citizen, permanent resident, or have Canadian refugee status;

Be legally entitled to work in Canada;

Be willing to commit to the full duration of the work term;

Wage: \$18/hour

Application Deadline: May 17<sup>th</sup>, 2024

Position Start Date: June 11<sup>th</sup>, 2024

This position was made possible through funding from Canadian Heritage through Young Canada Works in Heritage Organizations.

**To apply, please email, mail or deliver your application to:**

Katlin McNabb, Administrative Manager

Dawson Creek Art Gallery

101 – 816 Alaska Avenue

Dawson Creek, BC V1G 4T6

[artadmin@dcartgallery.ca](mailto:artadmin@dcartgallery.ca)

Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible. Students with disabilities, Indigenous students, and students who are members of a visible minority are encouraged to apply.