



## **Summer Gallery Assistant at Art Gallery of St. Albert**

**Term:** May 15 to August 31, 2018 (anticipated)

**Job Type:** Seasonal, full time (35 hours weekly)

**Location:** Art Gallery of St. Albert, St. Albert, AB

**Workdays:** 5 days a week, Tuesday to Saturday 9 am – 5pm Thursday 12 – 8 pm, includes some evenings, weekends and holidays (including Canada Day)

**Wage:** \$16.73 per hour

Art Gallery of St. Albert (AGSA), with Arts and Heritage St. Albert, has an exciting opportunity available for a highly energetic, creative and organized individual.

The Summer Gallery Assistant supports artistic achievement and visual culture in St. Albert and area by providing support for gallery events, programs and activities. Supports the mission of the Arts and Heritage Foundation – *offering exceptional arts and heritage experiences in the community*

### **Duties include:**

- Support the Community Programs Coordinator in the planning and preparation of child, youth, adult and senior art community programs, school programs and special events.
- Present child and youth visual art programs, in the Gallery and through outreach
- Assist with Gallery programming for the International Children's Festival
- Assist with the planning and implementation of special events such as ArtWalk, Art Bus Tours, Canada Day, Gallery Shop and Rental Gallery events
- Provide Gallery Tours and assisting with events in the Gallery Shop and Rental Gallery
- Assist in the planning of annual events such as; International Children's Festival, Alberta Culture Days and Amplify Youth Festival programs
- Material preparation for Gallery programs
- Assist with exhibition installation and strike, and exhibition opening receptions
- Provide administrative and clerical support to the Gallery and staff including supervision of front desk, main gallery space and Gallery Shop
- Attend to cleanliness of Gallery and exhibit space as required

**Ideal candidate profile:**

- Currently enrolled in Post-Secondary education with a concentration in Visual Arts, Art History, Museum Studies, Visual Arts Education or Arts and Cultural Management
- Experience working with the public in group settings and leading art activities
- Familiarity with a range of artistic media
- Excellent written and verbal communication skills
- Working knowledge of Microsoft Word and Excel
- Collaborative skills to work in a team environment
- Creativity and a passion for art galleries and museums
- Past work or volunteer experience in an art gallery
- Flexibility and enthusiasm to learn
- Current Standard First Aid/CPR certificate
- Language skills in French and/ or Cree are assets

This is a grant-funded position anticipated to last 16 weeks (pending grant funding approval). Candidates must be under 30 years of age, returning to full time Post-Secondary studies in the fall of 2018.

All applicants must be prepared to obtain security checks including an RCMP criminal records check and a vulnerable sector check.

Deadline for applications: **5 pm MST, Mon, April 2, 2018.**

Only candidates selected for interviews will be contacted.

**Forward résumé and cover letter to:**

Jenny Willson-McGrath, Director/ Curator, Art Gallery of St. Albert  
Insert **Summer Gallery Assistant** in the subject line and email to:  
[jennyw@artsandheritage.ca](mailto:jennyw@artsandheritage.ca)

Or mail a cover letter and resume to:

Attn: Jenny Willson-McGrath, Director/ Curator  
Art Gallery of St. Albert  
6D Perron Street  
St. Albert, AB, T8N 1E4