

March 10, 2020

## Summer Job Opportunity – Gallery Services

Gallery 2 is accepting applications for Gallery Services Representatives for the 2020 summer season. The incumbents will fulfill a vital role in the summer operations of a busy regional art gallery and will gain valuable work experience.

Job duties include:

- Providing public facing services for a busy public art gallery including reception, visitor information, gift shop, and programming duties.
- Developing and delivering exhibition specific public programs for adults and children.
- Working with the gallery collections, assisting with exhibition installation of artworks.
- Open and close exhibition galleries daily.
- Engaging with visitors around exhibition content; becoming familiar with the permanent and temporary exhibitions.
- Assist with preparing exhibition spaces, exhibition striking and installation.
- Assist with archival organization and digitization.

Qualified candidates should:

- Be enrolled in a museum studies, fine arts, or education program, and be returning to full time studies in fall 2020.
- Candidates with applicable experience and interest who are not returning to study may be considered if they are under 30 years old.
- Have a good knowledge of and keen interest in contemporary visual art and museum practices.
- Have a proven ability to communicate effectively in English; a second language is an asset.
- Have a working knowledge of Microsoft Office. Experience with Adobe and Past Perfect software would be an asset.
- Possesses the ability to work independently and in a team environment

Wage is \$15/hr, 30 hrs per week May-June and 40 hrs/week July and August. This position runs from May 12 until August 31, 2019.

Please submit a resume and cover letter to [director@g2gf.ca](mailto:director@g2gf.ca) by 4 pm PST on April 13, 2020

We thank all candidates for their submissions – only those selected for a follow up interview will be contacted.