



## Job Posting - Program Coordinator

The Grand Forks Art Gallery is accepting applications for a Program Coordinator for the 2025 summer season. The incumbent will fulfill a vital role in the summer operations of a busy regional art gallery and will gain valuable work experience. The ideal candidate will have a background and demonstrated knowledge – through education or volunteer and employment experience – in education, fine arts, or museum studies and be currently enrolled in post-secondary studies and is intending to return to school in the fall semester, preferably in the field of education, visual arts, tourism, or another field related to arts and culture. This position requires a keen eye for detail and situational awareness as well as the ability to multi-task and prioritize.

### Position Accountabilities

#### Education and summer programs (60%)

- In collaboration with exhibiting artists and GFAG director/curator, develop and deliver summer art programs for children and youth.
- Assist with the delivery of GFAG exhibition tours and public programs.

#### Visitor Services (40%)

- Provide public facing services for a busy public art gallery including reception, visitor information, gift shop, and programming duties.
- Engaging with visitors around exhibition content and local attractions; becoming familiar with the permanent and temporary exhibitions.

The Grand Forks Art Gallery is committed to equitable hiring and welcomes applications from all qualified candidates. Women, people of colour, Indigenous persons, persons with disabilities and people in the LGBTQIA2S+ community, and people from other historically excluded communities are strongly encouraged to apply.

Wage is \$19/hour, 30 hours a week, located in Grand Forks, BC. This is a seasonal position from May 13 to August 30, 2025.

Candidates must be eligible to participate in Young Canada Works in Heritage Organizations

Please submit a resume and cover letter to [director@g2gf.ca](mailto:director@g2gf.ca) by 4 pm PST on April 17, 2025. We thank all candidates for their submissions - only those selected for a follow-up interview will be contacted.