

## **Gallery Coordinators - Summer**

**Dates of Employment: May - August – 16 weeks (35 hours a week)**

**Work Schedule: Tuesday – Saturday (rotating Saturdays and Mondays)**

**Wage – \$19.50/hour**

The Smithers Art Gallery is looking for enthusiastic, creative individuals to join our team this summer! We are currently hiring Art Camp/ Event/Gallery Coordinators.

These positions are perfect for people who enjoy working with art, community, and creativity in a fun and collaborative environment. Duties listed below.

### **Drop-in Art Activities:**

- Devise weekly activity & create a demonstration model
- Marketing and promotion to the public – When required
- Maintain inventory of art and craft supplies and materials
- Maintain accurate records and monitor project budget

### **Summer Art Camps:**

- Develop curriculum for art camps
- Maintain accurate records and monitoring project budget
- Classroom set-up and take-down for each art camp
- Lead art camps with assistance from other summer staff

### **Exhibitions:**

- Hang exhibitions with exhibition preparator
- Assist Programming Coordinator with photograph the exhibition and post to the Gallery website

### **Summer Events and Festival Programming:**

- Devise family activities & create a demonstration model for all holidays, events and festivals in the community of Smithers including Smithers Pride, National Indigenous People's Day, Canada Day, the Midsummer Music Festival, Fall Fair & Parade
- Maintain inventory of art and craft supplies and materials maintain accurate records and monitoring project budget
- Set-up and take-down for each activity
- Record statistics and liaise with committees or staff organizing each larger event

### **General Duties:**

- Staff the gallery and liaise with the public record visitor numbers and other data
- General cleaning and maintenance
- Artisan shop sales and merchandising
- Other duties as required

### **Qualifications**

- Be creative, innovative and flexible
- Preferred: Be studying in the field of fine arts, education, arts administration or another related field
- Have experience working with school-aged children
- Have a love of art
- Works well in a team show initiative, and leadership
- Be fluent in English, with exceptional written and oral communication skills
- Has strong computer and research skills
- Must be between 16 and 30 years of age
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Be enrolled in post-secondary education and intending to return at the end of the employment term
- Criminal record check will be required

**Confirmation of student status may be required by funders.**

Qualified applicants should submit a cover letter, detailed resume and two references by April 12th to the Smithers Art Gallery, Attn: Jenna Savage at [info@smithersart.org](mailto:info@smithersart.org).

The Smithers Gallery Association is an equal opportunity employer and employs personnel without regard to ancestry, colour, race, disability, gender identity and expression, or sexual orientation.