



Art Gallery of **ALGOMA**

Job Title: Curatorial Assistant, Canada Summer Jobs

Reports to: Executive Director

JOB SUMMARY:

Art Gallery of Algoma (AGA) is looking for a Curatorial Assistant, funded by Canada Summer Jobs.

The Curatorial Assistant will assist with research of artwork and artists with emphases on the AGA permanent collection. The Curatorial Assistant will work with the Executive Director/ Chief Curator and Gallery Technician to assist with research in development and implementation of programs and tours for summer exhibitions; will assist with the installation of exhibitions; will learn museological standards and proper art handling; will assist with research for future AGA exhibitions. With the assistance of Gallery staff, the Curatorial Assistant will develop and conduct art tours of current exhibitions as well as will do research and develop new tours and programming based on the current exhibitions and the permanent collection. The Curatorial Assistant will assist with collection storage, cataloguing of the collection, digital images of the collection and the use of art database. The Curatorial Assistant will maintain regular reports to provide status of their work.

Considered candidates will have education in curatorial studies or art history, experience in not for profit sector is preferred. Program development experience and experience in dealing with public is considered an asset. Computer skills should include proficiency in Microsoft Office (Word, Excel, Power Point), and knowledge of social media (Facebook, Twitter, Instagram, YouTube). Candidate should be fluent in English (written and spoken).

The successful candidate will have ability to work evenings, weekends and at special events.

The candidate will be trained and supervised by the Executive Director or Director's designate.

Application Criteria

According to the Provincial and Federal funding eligibility criteria, candidates:

- Will be between 16 and 25 (or 30) years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment which is 8 weeks;
- The candidate must be a full-time student (as defined by their educational institution) in the semester preceding the placement;
- The candidate must intend to return to full-time studies in the semester following the summer placement.

Applications for this position will be accepted until 5 pm on May 18, 2019.

Expected start date for this position is June 18, 2019. Duration of the job is 8 weeks. Hourly rate is \$14.00.

Application for this position will be accepted until 5pm on May 18, 2019. Please submit your application to the Art Gallery of Algoma, 10 East Street, Sault Ste. Marie, ON P6A 3C3; Attention: Jasmina Jovanovic, Executive Director, or by email to jasmina@artgalleryofalgoma.com.

Please submit cover letter, resume (including three references) and contact information. Only selected candidates will be contacted for an interview. Candidates who have already submitted resumes to date will be considered for current job opportunities. The AGA is an equal opportunity employer.