

CAMPBELL RIVER

ART GALLERY

PROGRAMMING ASSISTANT

Closing date: May 26th, 2023 by 11:59 pm

Location: Campbell River Art Gallery, 1235 Shoppers Row, Campbell River, BC, V9W 2C7

Terms: 10-14 hours/week, \$20/hour, 6 month term with possibility to renew

The Campbell River Art Gallery (CRAG) is hiring for the position of *Programming Assistant* from June to December 2023. The CRAG is a contemporary art gallery located on Vancouver Island, BC consisting of a Main Gallery and a Satellite Gallery for exhibition, a studio for classes, and a gift shop featuring fine arts and craft. Our annual programming includes six contemporary art exhibitions, which run in concert with our educational programming and special events.

The Programming Assistant position will assist the Programs & Outreach Manager in completing public outreach and organizational tasks. Working alongside the team, the incumbent will assist with public events such as artist lectures, workshops, festival programs, educational programs, gallery tours, communications, and event documentation.

Programming Assistant applicants should be outgoing, have strong communication skills, and will have a background and/or interest in contemporary art.

Students pursuing degrees in Hospitality, Tourism, Education, Art History, Museum Studies, Fine Art, and/or Curatorial Studies are preferred. Any previous background in non-profit organizations, art galleries, artist-run-centres, or youth/family programming are greatly encouraged to apply and should be noted in your application.

Working alongside the Programs & Outreach Manager, the incumbent will assist with the following:

- Gather visitor and participant statistics
- Promote and assist with Gift Shop sales
- Ensure cleanliness of spaces and adequate supplies - assist in purchasing
- Greet visitors, provide information on Gallery programs and exhibitions
- Assist in visual displays, event set-up, clean-up, take down
- Assist in event logistics such as scheduling, food orders, supplies, rentals, ticketing, etc.
- Execute social media communications as needed
- Assist in creation of print and digital materials for public distribution
- Assist with the delivery of guided tours of exhibitions and facilitate where needed
- Communicate Gallery activities to stakeholders, both in person and online
- Document Gallery events and programs (photo and video)
- Represent the gallery at community events
- Plan, prepare, and deliver basic art-making activities for families

PRIORITY CRITERIA

All interested and qualified applicants are encouraged to apply. CRAG champions and empowers people of all abilities, and fosters an environment of inclusivity and collaboration.

SALARY AND HOURS

This is a 6 month contract for 10-14 hours per week, starting June 2023. Hourly rate of pay is \$20/hr. Exact schedule will vary depending on Gallery events, but applicants should be available to work weekends and occasional evenings.

Applicants with disabilities may request a reduced schedule.

HOW TO APPLY

Please submit your CV or resume and a brief letter of interest summarizing your related qualifications to:

Sara Lopez Assu, Executive Director
director@crartgallery.ca
by 11:59 p.m. on May 26th, 2023

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Applications received will be screened based on information provided. Please ensure you include all relevant details about your qualifications for this position.