



Sunshine Coast Arts Council

Summer 2025 (May 14 – August 17, 2025)

Job Posting: Curatorial Assistant

Location: Sechelt Onsite

The Sunshine Coast Arts Council is seeking an individual to fill our Curatorial Assistant position. Working closely with the Assistant Director and Curator, this position will assist with the daily operations the Arts Centre which includes the Doris Crowston Gallery, an artist residency, a community gallery space and a visual arts studio. This will include helping with exhibition installations, liaising with artists, supporting exhibition text development, greeting exhibition visitors, helping to facilitate talks, screenings and workshops, and supporting our annual young artist camps.

As an Arts Council, we exist to benefit the broadest range of artists and audiences on the lower Coast. With one of the highest ratios of artists per capita in Canada, we have been fortunate to have maintained strong connections with our local artists and artisans. The robust attendance across our programs is evidence of this. We have focused on specific audiences as well – developing and delivering programs that connect with seniors and young artists in our communities. We actively program encounters that cross pollinate audiences across the visual arts, music and literary fields.

The ideal candidates will be comfortable engaging with the public, is detail oriented, has good written and verbal skills, and is passionate about art and culture.

Typical Duties:

- Welcome and engage visitors during regular gallery hours.
- Assist in preparation for upcoming exhibitions; curatorial research and studio visits
- Archive, organize and process all 2024 exhibitions
- Administrative support for exhibition submission process including curatorial committee
- Production of exhibition texts intended for online publishing; editing, writing, design;
- Maintenance of exhibition space, storage room and technical devices;
- Support administration and planning for the summer 2025 events and workshops
- Support delivery of Workshops, Fairs and Festival activities
- Support marketing and communications for programming and events
- Provide support for July summer camp activities including program delivery

Qualifications:

The ideal candidates will be a current student or recent graduate from any of the following: Arts Administration, Event Management, Fine Arts, Curatorial and Critical Studies, Art History, Interactive Arts, History or related field. In addition, we hope that the candidates will also possess:

- Interest and engagement with the local arts community; Knowledge of the Sunshine Coast is an asset

- Interest in public engagement, educational program planning and delivery in the arts.
- Experience working with children and youth considered an asset.
- Exceptional verbal and written communications skills.
- Exemplary organization skills.
- Strong interpersonal skills.
- Ability to complete tasks with minimal supervision.
- Ability to take initiative and problem solve.
- Computer experience with Microsoft Office suite and social media platforms.
- Volunteer or work experience in a gallery, community art space or museum environment desirable.

Applicants must be between the ages of 15-30 (you do not have to be returning to school in the Fall). Applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, and not have another full-time job (30+hours/week). This position is pursuant to confirmation of funding from the Young Canada Works Program.

Please send your resume (including confirmation that you are eligible for this position), including cover letter and any other special instructions listed above to the contact name below by the date specified.

Remuneration:

\$21/hour, May 14 – August 17, 2025: Wed-Sun, 9:30am – 4:00pm, 30 hours/week;

Contact: Candace Elder, Assistant Director

Email: candace@sunshinecoastartscouncil.com

Deadline to apply: Friday April 11, 2025 at 4:00 PM

Only those applicants selected for interviews will be contacted. No telephone calls please.