



**Sunshine Coast
Arts Council**

Job Posting: Gallery Coordinator & Events Assistant

The Sunshine Coast Arts Council is seeking an individual to fill the position of Gallery Coordinator and Events Assistant. Working closely with the Administrator and Director/Curator, the position will assist with the administrative support of the Arts Council and Arts Centre. During the summer the Arts Council runs a number of programs. This position, with guidance from Arts Council staff, will help plan and support a range of these summer programs, from managing the summer youth camps to providing administrative and event production support for the annual Hackett Park Craft Fair in August. The position will also help with gallery attendance, visitor engagement & exhibition management for our summer projects.

The ideal candidate will be comfortable engaging with the public, is detail oriented and passionate about art and culture.

Typical Duties:

Welcome and engage visitors during regular gallery hours.

Support planning and delivery of the Hackett Park Craft and other youth events

Support administration for the summer 2020 exhibitions and gallery events

Provide support for summer arts camp activities including workshop delivery

Qualifications

The ideal candidate 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 candidate will also possess:

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

Remuneration

\$15/hour, (June 1 – August 30, 2020), Wednesday – Sunday, 30/hours per week

Qualifications

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, not have another full-time job (30+hours/week). Please note that this temporary position is supported by Service Canada Youth Employment Strategy and is subject to confirmation of funding.

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.

Contact: Sadira Rodrigues, Director/Curator

Email: sadira@sunshinecoastartscouncil.com

Address: Sechelt Arts Centre, 5714 Medusa Ave, Sechelt, BC

Deadline to apply: Friday, April 10, 2020, at 4:00 PM

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