

## Gallery Operations Support

Summer Collections Assistant

Wage: \$18.32/hour

Closing Date: July 6<sup>th</sup>, 2022

Start Date: ASAP

End Date: August 26<sup>th</sup>, 2022



## Art Gallery of Swift Current

The Art Gallery of Swift Current (AGSC), is seeking a Summer Collections Assistant for a contract to take place from July 12, 2022 - August 26, 2022. Reporting to the AGSC Director, the incumbent will gain skills related to archiving, collections, leadership, communication, and organizational abilities through this multi-faceted role.

AGSC is situated on the territories of the nêhiyawak, Anihšînāpēk, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation. Art Gallery of Swift Current is a dynamic cultural hub, promoting the development and appreciation of contemporary Canadian art, with an emphasis on Saskatchewan and western Canadian artists. AGSC programming includes a diverse range of exhibitions, educational programming, artist led workshops, and seasonal classes; As well as artists talks and receptions when possible.

Under the supervision of the Director and Curator, the Summer Collections Assistant will assist with the safekeeping of permanent collection materials. The candidate will be responsible for researching artists and objects in the Permanent Collection, including updating location and condition records. The candidate will also provide ongoing assistance with installation and maintenance of the off-site art programs and will be essential in assistance with Kids Summer Art Camps. Other activities including gallery attendance, collections based programming and administrative support to gallery staff may be assigned.

Candidates with previous experience working with art galleries, and/or education and children will be given priority. Candidates who demonstrate attention to detail and outstanding interpersonal skills will be considered better suited to working in this environment.

Candidates will be required to be enrolled in a bachelor's degree or higher, preferably in museum studies, studio arts, arts management, or art history. Candidates should be resourceful, show initiative and feel comfortable working independently. Candidates must have proficiency in PC environments, be proficient with Microsoft Office and experience with Adobe Suite and databases will be considered an asset.

### Qualifications:

This position is being offered with the support of the Young Canada Works in Heritage – Summer Jobs Program.

Students may be eligible for a Young Canada Works in Heritage Organizations job if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);



- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.

**Note:** Priority will be given to students who have not previously participated in the YCWHO employment program.

**Closing date as soon as possible!**

Please submit resume and cover letter applications to:

City of Swift Current  
PO Box 340 Swift Current, SK S9H 3W1  
[hr@swiftcurrent.ca](mailto:hr@swiftcurrent.ca)  
F: 306.778.2194  
[www.swiftcurrent.ca](http://www.swiftcurrent.ca)

We are an equal opportunity employer and welcome applications from all qualified candidates. We wish to thank all candidates who apply, however, only those selected for interviews will be contacted.