



**Temporary (4 month) Full-Time
Art Gallery Assistant
Community Services Division**

The City of Swift Current is seeking an individual for the position of Art Gallery Assistant in the Community Services Division. This is a temporary full-time position for four (4) months, September to December 2022.

Under the supervision of the Art Gallery Director, the Art Gallery Assistant provides a broad range of administrative and facility assistance to the Art Gallery of Swift Current. In addition, this position will work and liaise with the public and community groups related to daily operations as well as special events and programs.

Basic Requirements:

- Successful completion of grade 12;
- Willingness to become Youth Certified;
- Proficiency with Microsoft Office software;
- Ability to deal courteously and tactfully with the public, including children;
- Ability to adapt and take initiative to meet gallery needs with attention to detail;
- Excellent verbal and written communication skills;
- Possession of a valid drivers license;
- Capable of lifting at least 50 pounds;
- Self-motivated, team player able to perform duties with minimal supervision; and
- Customer service and retail experience;

Desirable Requirements:

- General knowledge and experience with art galleries, collections, museums and cultural organizations;
- Preference will be given to an individual experienced with art gallery and collection management processes and procedures;
- Undergraduate degree in art, art history, curatorial studies, cultural studies or a related discipline; and
- Knowledge of Xplor Recreation (PerfectMind) and Creative Cloud software programs.

The salary is \$21.09 per hour in accordance with the City of Swift Current - CUPE Local 183 Collective Agreement.

To apply submit a resume, cover letter and three working references by 12:00 p.m. on Tuesday, September 6th, 2022 to:

Human Resources
City of Swift Current
P.O. Box 340
Swift Current, SK
S9H 3W1

Fax: (306) 778-2194
Email: hr@swiftcurrent.ca

***We thank all applicants for their interest,
however only those candidates selected for further consideration will be contacted.***