

**Art Gallery of Swift Current (AGSC) is seeking two summer students to fulfill the roles of Collections Assistant and Gallery Assistant during 17-week contracts from May 6 – August 30, 2024.**

**Job Descriptions:**

The **Collections Assistant** will work closely with the Curator to complete a full inventory of the more than 600 works in our Permanent Collection and update the collections database accordingly. Specific tasks will include condition reporting and documentation of art objects, researching and updating object provenance and related information, and confirming object location. The Collections Assistant will contribute to the ongoing development and refinement of guiding documents related to AGSC's collections policies and procedures. Throughout the work term, the Assistant will also be involved in collections acquisition and deaccession processes, as well as framing of works on paper and installation of artwork loans at various City of Swift Current buildings. Other activities may be assigned, including occasional reception, administration, communications, and general gallery duties.

The **Gallery Assistant** will support AGSC staff in day-to-day operations, including opening and closing the gallery, general reception and administration, assisting gallery visitors, and making sales in the art supply store. The Gallery Assistant will also support art-handling duties, including packing and unpacking art objects; installing and deinstalling exhibitions; framing, documenting, and shipping artworks; and general gallery maintenance. Guided by our Programming Coordinator, the Gallery Assistant will support the development and facilitation of various art interpretation activities including: assisting art instructors during AGSC's Summer Art Camps for children, and leading gallery tours and related art workshops for school groups.

In-depth training and ongoing support will be provided to the successful candidates who join our positive, collaborative working environment.

**Basic Requirements:**

- Ability to commence full-time (35 hours/week) work from the beginning of May until the end of August, with some evening and weekend work;
- Full-time secondary or post-secondary student enrolled in an accredited institution, preferably in museum studies, studio arts, arts management, or art history;
- Returning to full-time studies in the next academic term;
- Excellent interpersonal skills with the ability to collaborate with a team as well as a capacity for taking initiative in independent work;
- Capable of public speaking and leading group activities;
- Detail oriented and conscientious;
- Proficient in Microsoft Office; experience with Adobe Suite, databases, social media, and online communications platforms would be an asset;
- Safe Places Certified or willing to become Safe Places Certified; and
- Possess and maintain a valid Class 5 Saskatchewan Motor Vehicle Operator's License.

**Students should clearly indicate the following information in their application:**

- Area of post-secondary study;
- Any previous related work and/or volunteer experience.

**If interested, please submit a cover letter, resume and references by 4:30 p.m. on Wednesday, February 21, 2024 to:**

**City of Swift Current**

**Fax: (306) 778-2194**

**P.O. Box 340**

**Email: [hr@swiftcurrent.ca](mailto:hr@swiftcurrent.ca)**

**Swift Current, SK**

**S9H 3W1**

*Please Note – these positions are dependent on grant funding and will remain open until funding is confirmed and positions are filled.*

**We wish to thank all applicants for their interest, however only those selected for interviews will be contacted.**