



Art Gallery of Swift Current (AGSC) is seeking a summer student to fulfill the role of Collections Assistant from May 6 – August 30, 2024.

About AGSC

Art Gallery of Swift Current is a cultural hub in southwest Saskatchewan, presenting exciting contemporary art exhibitions and related interpretation, including guided tours, artist talks, and workshops. The gallery's robust studio education program delivers classes and art camps, supplemented by our comprehensive art supply store which encourages and enhances the creativity of local artists and makers.

Job Description:

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.

In-depth training and ongoing support will be provided to the successful candidate who joins 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;
- 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.

Please clearly indicate the following information in your application:

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

This position earns \$19.35/hr for 35 hrs/week.

If interested, please submit a cover letter, resume and references by 4:30 p.m. on Friday, April 19, 2024 to:

Terri Fidelak

Director, Art Gallery of Swift Current

Email: t.fidelak@swiftcurrent.ca

Please Note – this position is dependent on grant funding and will remain open until funding is confirmed and position is filled.

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