

**VANCOUVER ART GALLERY ASSOCIATION
TEMPORARY PART-TIME POSITION AVAILABLE
EXHIBITION ASSISTANT**

DUTIES:

Reporting to the Manager of Curatorial Affairs, the Exhibition Assistant utilizes their knowledge of exhibitions and gallery operations to assist with the solicitation, coordination, administration, budgeting, logistical arrangements, tracking and reporting requirements relating to the Gallery's touring exhibition program, including development and coordination of the Gallery's annual B.C. touring program. As well, the individual in this position will occasionally assist with other projects as they relate to exhibitions, publications and grants.

Responsibilities include: research and assembly of information on potential exhibition tour venues; coordination and dissemination of information on Gallery touring exhibitions; assistance with venue solicitation and development, circulation and administration of exhibition tour contracts and related invoices, fees and reports; coordination and referral of exhibition materials to borrowing venues; liaison with Gallery staff and borrowing/lending venues; maintenance of touring exhibition files and databases; assistance with development of grant applications; occasional research and assistance on curatorial projects; other duties to support the program and as required.

QUALIFICATIONS:

Post secondary graduation in art history, museum studies or other relevant field at a college or university level plus a minimum of two years experience working in a not-for-profit museum/gallery environment in an exhibitions-related position, with demonstrated ability in the effective coordination of complex logistical projects, is required. Experience with exhibition development and exhibition tours, contracts and grants are key assets. Demonstrated initiative and the ability to work independently in an accurate, confidential and organized manner, meet deadlines, exercise critical thinking and problem solving and maintain effective working relationships with co-workers and outside contacts is essential. Additional requirements include the ability to effectively use multifaceted databases and MS office programs, superior office administration, research and proofreading skills, demonstrated oral communication skills and the ability to synthesize and write effectively for many purposes.

SALARY: Pay Grade 17 \$20.37 per hour

HOURS: This is a two-year term assignment of 21 hours per week with the possibility of additional hours dependent on the Gallery's activities.

Please submit your resume by Monday, March 22, 2010 to Debra Nesbitt Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086 or email hr@vanartgallery.bc.ca.

We thank all applicants for their interest; however, only those short-listed will be contacted.