

## JOB CALL

### **Curatorial Assistant – Summer Position (YCW)**

Internship Site: Art Gallery of Burlington, 1333 Lakeshore Road, Burlington, Ontario

Duration: 16 weeks

Hours: 35 hours/week

Start Date: May 20, 2019

End Date: August 30, 2019

Language of Work: English

Wage: \$16/hour

Number of Positions Available: 1

#### Job Description:

The Art Gallery of Burlington is looking for a temporary full-time Curatorial Assistant to assist in the development and facilitation of the creative programming, including exhibitions, public programs, collections management, and educational projects. The position is offered in partnership with Young Canada Works.

#### Duties:

- Reporting directly to the Senior Curator, the Curatorial Assistant provides logistic support for the AGB exhibitions, publications, collection, and education programs;
- Assisting in exhibition installation for five exhibitions;
- Engaging in research for interpretive and scholarly contributions to gallery texts, education guides, audio guides, social media, and publications;
- Working with the Senior Curator to prepare artist residencies, site-specific installations, and collection commissions;
- Working closely with the Senior Curator to identify funding sources and compile information for operational and project grants;
- Working with the Head of Education to assist in the development and management of education initiatives;
- Designing Education Guides and exhibition brochures;
- Supporting the acquisition committee on reviewing proposed donations and purchases and cataloguing new work;
- Providing collection research and data entry for the collection database;
- Working with local, national and international media and press to promote exhibitions, receptions, workshops, lectures, courses and special events.

The ideal candidate will possess the following qualifications:

- A recent graduate who has graduated from an undergraduate or post-graduate program within 24 months of the start of employment. Preference will be given to art history, museum studies, curatorial studies, or arts administration graduates;
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access);
- Ability to work with design programs such as Photoshop, Illustrator, or Indesign;
- Ability to work independently and as part of a team;
- Strong communication skills;
- Detailed-oriented.

The candidate must also be:

- A Canadian citizen or a permanent resident, or have refugee status in Canada;
- Legally entitled to work in Canada;
- Between the ages of 16 and 30 at the start of employment;
- Finished the school term at the start of employment;
- Registered in the YCW online candidate inventory;
- Willing to commit to the full duration of the project;
- An unemployed or underemployed college or university graduate.

The candidate must not have another full-time job (over 30 hours a week), must not be receiving Employment Insurance (EI) benefits, and must not have previously participated in or been paid under this or any other Career Focus program funded under the Government of Canada's Youth Employment Strategy while employed with Young Canada Works.

**About the Art Gallery of Burlington:**

The Art Gallery of Burlington is Ontario's eighth largest public art gallery by annual expense and holds a nationally significant collection of contemporary Canadian ceramic art. The AGB's 50,000 square foot facility includes 6,000 square feet of exhibition space and 25,000 square feet of studio facilities. Over 600 studio members of the AGB make extensive use of the AGB's studios. <https://artgalleryofburlington.com/>

The Art Gallery of Burlington is located in Burlington, Ontario, Canada, at the head of Lake Ontario, within the Dish with One Spoon Wampum Belt Covenant and the Treaty Lands and Territory of the Mississaugas of the New Credit First Nation.

The AGB is an equal opportunity employer and encourages applications from the Government of Canada's job equity groups.

Applications will be accepted until **1pm (EST) on Friday May 10, 2019**. Please send your cover letter and resume to <mailto:suzanne@agb.life>