

CAMPBELL RIVER

ART GALLERY

COMMUNITY OUTREACH INTERN

Closing date: July 28, 2024 by 11:59 pm

Location: Campbell River Art Gallery, 1235 Shoppers Row, Campbell River, BC, V9W 2C7

Length of assignment: 16 weeks, 32 hours/week, September - December

The Campbell River Art Gallery (CRAG) is hiring for the position of *Community Outreach Intern* from September to December 2024. The CRAG is a contemporary art gallery located on Vancouver Island, BC consisting of a Main Gallery and a Satellite Gallery for exhibition, a studio for classes, and a gift shop featuring fine arts and craft. Our annual programming includes six contemporary art exhibitions, which run in concert with our educational programming and special events.

The Community Outreach Intern position will assist the Programs & Outreach Manager in completing public outreach and organizational tasks. Working alongside the team, the incumbent will assist with public events such as artist lectures, workshops, festival programs, educational programs, gallery tours, communications, and event documentation. The role will also assist in the preparation for upcoming exhibitions, program planning, public outreach engagement, and communications planning. The incumbent will also be performing much needed administrative duties, compiling information, and providing communications support.

Community Outreach applicants should be outgoing, have strong communication skills, and will have a background and/or interest in contemporary art.

Students pursuing degrees in Hospitality, Tourism, Education, Art History, Museum Studies, Fine Art, and/or Curatorial Studies are preferred. Any previous background in non-profit organizations, art galleries, artist-run-centres, or youth/family programming are greatly encouraged to apply and should be noted in your application.

Working alongside the Programs & Outreach Manager, the incumbent will assist with the following: General tasks:

Gather visitor and participant statistics

Promote and assist with Gift Shop sales

Ensure cleanliness of spaces and adequate supplies - assist in purchasing

Greet visitors, provide information on Gallery programs and exhibitions

Assist with the delivery of guided tours of exhibitions and facilitate where needed

Events:

Assist in visual displays, event set-up, clean-up, take down

Assist in event logistics such as scheduling, food orders, supplies, rentals, ticketing, etc.

Represent the gallery at community events

Plan, prepare, and deliver basic art-making activities for families

Support teammates in creating safe and positive outcomes in programming activities

Communications:

Execute social media communications as needed
Assist in creation of print and digital materials for public distribution
Communicate Gallery activities to stakeholders, both in person and online
Document Gallery events and programs (photo and video)
Ensure Gallery activities are up to date and disseminated to the public, through website updates, newsletters, and social media

This position will provide career-relevant training and experience for a young professional entering the visual art, curatorial, education or design professions, particularly in a non-profit organization.

As organizations move to decolonize their frameworks and engage in anti-racism work, the students will gain first hand experience in cultural safety, creating safe online spaces for BIPOC community members, and communicating with rural, Indigenous communities in culturally sensitive and impactful ways.

ELIGIBILITY

This is a Young Canada Works (YCW) Building Careers in Heritage Internship position. You are eligible to apply if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

PRIORITY CRITERIA

All interested and qualified applicants are encouraged to apply. CRAG champions and empowers people of all abilities, and fosters an environment of inclusivity and collaboration.

SALARY AND HOURS

This is a 16 week, full time, paid internship. The hourly wage is \$20/hour. The position is 32 hours/week, Wednesday through Saturday, with variable hours to accommodate for Gallery events. Start date in September.

Applicants with disabilities may request a reduced schedule.

HOW TO APPLY

Please submit your CV or resume, proof of full-time student status, and a brief letter of interest summarizing your related qualifications and eligibility requirements to:

Sara Lopez Assu, Executive Director
director@cartgallery.ca
by 11:59 p.m. on July 28, 2024

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Applications received will be screened based on information provided. Please ensure you include all relevant details about your qualifications for this position.

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