Job Title: Curatorial and Programming Assistant
Start Date: As soon as possible
Hours: 35 hrs. per week
Hourly rate: $21.50
Positions Available: 1
Application Deadline: Until filled

Job Summary:
The Curatorial and Programming Assistant will achieve a standard of excellence in overall development of exhibitions and community-based projects initiatives. Reporting to the Curator, the Curatorial Assistant will be responsible for a variety of curatorial and administrative tasks. This position requires an individual who is fueled by a desire to connect art and people. The position will play a defining role in the Gallery's production of exhibitions, as well as connecting the Gallery with our community through innovative programs.

Primary Duties and Responsibilities
- Assisting the Curatorial staff with the production of exhibitions for multiple gallery spaces
- Assists with gathering and writing exhibition related information pertinent to grant applications, final reports, and other institutional needs
- Assist with exhibition design and layout plans
- Help create, coordinate, and edit exhibition descriptions and didactic materials such as labels, wall text, and website content
- Provides general logistical and administrative support for the Curator, Assistant Curator/Registrar and Director
- Obtains permissions and copyright clearance for visual images, credit lines and rights for printing and publication purposes
- Assists Public Programming, and Marketing & Communications staff to prepare and edit materials to promote, and interpret exhibitions, the Permanent Collection, and related public programs
- Performs miscellaneous job-related duties as assigned

Skills Required:
- Knowledge of art history, contemporary art, as well as various art materials and techniques.
- Knowledge of current art handling practices
- Intermediate computer skills including proficiency in Microsoft Office Suite
- Strong writing and copy-editing skills
- Aptitude to learn industry specific software including Sketchup and Past Perfect.
- Strong organizational skills with an emphasis on attention to detail and accuracy. Ability to multi-task and work with frequent interruptions.
- Comfortable working with a diverse public (all ages).
- Demonstrated ability to work collaboratively and professionally within a team.

- Creative, outgoing, and self-motivated.
- Demonstrated ability to conduct research and summarize information.
- Open and willing to learn and take instruction.
- Ability to lift objects (up to 50 lbs) and complete physical tasks as required by exhibition installation/deinstallation.

Minimum Qualifications:
- Bachelor's degree in visual arts, art history, museum studies, education, or related discipline.
- Previous experience working in a gallery or museum environment is considered an asset.

Please email resumes and cover letters to **hr@kelownaartgallery.com**

The Kelowna Art Gallery is an equal opportunity employer and encourages applications from self-identified members of underserved communities as well as visible and invisible minority groups. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls please. We will only consider applications received by email.

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