



INTERNSHIP OPPORTUNITY

Do you believe in the power of ideas, possibility, and in building community? ACAD is looking for a 2017 graduate **Intern Curatorial + Archive Assistant** who is excited to contribute to a nationally recognized gallery and work with an inspiring team of Gallery professionals.

This is a temporary internship project funded through an external granting agency commencing June 15, 2017 to December 15, 2017. The incumbent must be a 2017 post-secondary graduate from an Arts or Fine Arts program.

Why ACAD?

A leading centre of education and research since 1926, ACAD energizes art and design in Canada and internationally. We engage the world, create possibilities, and connect with brilliant minds in all corners of the globe.

Above all, we are passionate about art and design and the people who create it.

Calgary is our home base – a vibrant, cosmopolitan urban centre, a safe and friendly atmosphere, and outstanding potential for adventure in nearby mountain parks.

We hope you will join us at ACAD (where creativity matters).

About Illingworth Kerr Gallery at ACAD

The IKG is a nationally recognized exhibition space and cultural institution, showing the work of international artists and designers year round. As part of ACAD, the IKG fosters a vibrant culture of art and design in Alberta by providing context for viewing and discussion new and recent works in all media.

The Opportunity

(Competition #1617-AP-ET-36)

The Intern Curatorial + Archive Assistant reports to the Manager of Academic Administration and is accountable to the Visiting Academic Curator and delegated employees. The incumbent primarily provides support for gallery operations and exhibition programming including, but not limited to:

coordination of material to be included in archive exhibition and accompanying publication; handling and organization of archive material; cataloguing, database management and other tasks as required.

Duties/responsibilities include:

- Assisting the Exhibition Curator and Visiting Academic Curator in the selection of material to be included in upcoming Archive Exhibition and accompanying publication
- Research and assist with development of a public program for the Archive Exhibition, including Artist/Curator talks, screenings and other activities
- Cataloguing and indexing archive items
- Inputting information onto databases, making records available to users in various formats, such as photocopies and computer-based tools
- Developing and maintaining digital resources, such as photographic documentation, scanning, sorting and formatting

The successful candidate will have:

- A bachelor's or master's degree in art, fine arts, or related, and issued in 2017
- Demonstrated interest in art, art history, research and archives, curatorial studies or other relevant fields
- Functional knowledge of basic gallery preparatory skills
- Excellent communication skills
- Excellent problem solving, organization and planning skills with a strong attention to detail
- Excellent literacy in Microsoft Office (Word, Excel) and Adobe (Photoshop, InDesign) applications.
- Ability to lift and/or move up to 25 pounds

This internship opportunity is classified as Exempt and pays an hourly rate of \$16.

How to Apply

>>>Please submit applications via our careers page (www.acad.ca/careers). The application must include a cover letter and a current CV.

Applications must be submitted in a single PDF document.

Once you have created an account, choose the "Upload Resume" option. You will only be able to upload one file, so **make sure all required material is combined into a single PDF document.** Incomplete submissions may not be considered. Once you have submitted your application, **you will not be able to make changes or add additional documents.** Please visit ACAD's [How to Apply](#) page to ensure your application is complete prior to submission.

Applications will be reviewed upon receipt and will continue until the position is filled or the search is closed.

Further information about the College is available on our website at www.acad.ca.

ACAD is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of the College. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact Human Resources at hr@acad.ca or (403)284-7683.

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.