

## **TRUCK CONTEMPORARY ART IN CALGARY**

### **JOB CALL | PROGRAMMING ASSISTANT (CANADA SUMMER JOBS)**

TRUCK Contemporary Art in Calgary is now accepting applications for the temporary, part-time position of Programming Assistant, supported by Canada Summer Jobs.

This is an eight-week position at 25 hours per week, with an hourly wage of \$20.00, starting in early January 2022. The position may involve a mix of remote work and working on-site at TRUCK Contemporary Art (2009 10 Ave SW, Calgary, AB). Occasional evening work will be required.

The Programming Assistant will assist in the programming and promotion of TRUCK's events and activities for Winter to Spring 2022. Working closely with the Interim Director, the Programming Assistant will take on tasks that may include reaching out to artists about their upcoming exhibitions, coordinating online and in-person events, and creating physical and digital promotional materials. The Programming Assistant will also support the day-to-day operations of the gallery, including maintaining TRUCK's facilities and providing a comfortable, informative experience for guests.

#### **About TRUCK**

TRUCK Contemporary Art is a non-profit artist-run centre dedicated to the development and public presentation of contemporary art. Established in 1983 as The Second Story Art Society, TRUCK provides a forum for the production and dissemination of contemporary art and related cultural practices in Calgary, on Treaty 7 territory in the Southern Alberta region. TRUCK supports artists and artistic communities through exhibition programming, lectures, screenings, performances, publications, commissions, off-site and public programs, residencies, community collaborations, engagement and outreach, and advocacy activities.

TRUCK is committed to anti-racism, anti-oppression, equity, and inclusion. We strongly encourage applications from Equity-deserving communities including individuals who are gender diverse, LGBTQ+, Two-Spirit, and individuals who are Indigenous, Black, or People of Colour. (Equity-deserving groups are communities that experience significant collective barriers in participating in society. This could include attitudinal, historic, social, and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, and transgender status.)

#### **Qualifications**

This position is funded through Canada Summer Jobs. All applicants must be between the ages of 15 and 30, and must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Formal educational credentials are not required for this position.

### **Skills and Abilities**

- Knowledge of and interest in contemporary visual culture, especially artist-run culture, is considered an asset. Candidates who are interested in contemporary art or who are pursuing a career as an artist or arts administrator will be given preference.
- The ability to provide a welcoming environment for artists, guests, members, and others from diverse backgrounds—open-mindedness, a willingness to learn, and strong interpersonal skills are necessary.
- The ability to work in a deadline-driven and collaborative work environment
- Excellent communication and organizational skills
- Experience with the following software and platforms is an asset but not a requirement:
  - GSuite and Microsoft Office, macOS, Squarespace, Square Point of Sale, Adobe Creative Suite (i.e. Photoshop, InDesign), Later

### **How to Apply**

Please submit a cover letter outlining your interest and suitability alongside a resume or CV. Send your application in one pdf to: [director@truck.ca](mailto:director@truck.ca) by December 26, 2021 @11:59 PM (M:ST) with the subject line: Programming Assistant Application.

Interviews will be held either in-person or by Zoom from December 27 - December 31, 2021

We acknowledge that accessibility varies greatly between individuals. If you have any questions or concerns about barriers to access in this job call, or at TRUCK's facilities, please reach out to [alicia@truck.ca](mailto:alicia@truck.ca)

We thank all applicants for their interest, however only those selected for interviews will be contacted.