



## Canada Summer Jobs 2022 Gallery Assistant (Archives)

TRUCK Contemporary Art (TRUCK) is seeking a community-minded individual to join our team in the temporary full-time role of Gallery Assistant (Archives).

**Total Hours:** 240 (8 weeks @ 30 hours per week)

**Hourly Wage:** \$20 per hour

Application Deadline: May 20, 2022 @ Midnight

The Gallery Assistant reports to the Interim Director and has a working relationship with TRUCK's staff and board of directors. The Gallery Assistant (Archival) will support day-to-day operations of the gallery, as well as the beginnings of developing, organizing, and processing TRUCK's internal archives, which spans nearly 40 years of artistic research, projects, and exhibitions, as well as other important historical programming and administrative information at TRUCK. This position will require the successful candidate to work onsite at the gallery (located at 2009 10 Ave SW) for the majority of their role.

As outlined by Canada Summer Jobs, applicants must be between 15-30 years of age, and must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.

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### Key Responsibilities

#### Archives

- Assist in research and development of archival policies and best practices;
- Processing of the collection, including physical arrangement (sorting, boxing, labeling), and digitization of print materials;
- Inventorying and describing of materials;
- Creating database records;
- Sharing digital archival content to website, social media, etc;

#### General

- Assist in the general daily operations of the gallery (including opening and closing, facility maintenance, etc);
- Assist with inventory management of TRUCK's free art supply store, F.U.E.L;

- Assist with TRUCK events and fundraisers
  - Provide a welcoming, safe, and positive experience for all co-workers, artists, and guests.
  - Other general duties as assigned.
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### **Desired Qualifications**

- Interest and/or knowledge in contemporary art and artist-run spaces;
  - Detail-oriented, and strong organizational and communication skills (verbal and written);
  - Flexible, respectful, and thoughtful to co-workers, artists, and guests;
  - Capacity to engage with and honour dialogues around reconciliation, equity, and accessibility;
  - Working knowledge of social media platforms and management tools (Facebook, Instagram, Twitter, Tiktok, LinkedIn, Mailchimp, Canva, Later.com);
  - Familiarity with Google Workspace and Microsoft Office;
  - Willingness to follow TRUCK's ongoing COVID-19 protocols;
  - Experience with library and archival work is considered an asset, but not necessary.
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### **Application Guidelines**

**Application Deadline:** May 20, 2022 at 11:59PM (M:ST)

**Interviews:** May 24 - 31, 2022

**Projected Start Date:** June 7, 2022

Interested applicants may submit the following documents:

- A brief letter outlining your interest and qualifications for the position
- A CV or resume

Audio and video submissions are also accepted.

Applications can be submitted:

- **Online** by emailing [employment@truck.ca](mailto:employment@truck.ca) with the subject line *Application: Gallery Assistant - Communications & Outreach*
- **In person** (via USB or paper copy) at TRUCK, located at 2009 10 Ave SW. Our open hours are Wednesday - Saturday from 1 PM - 6 PM.

TRUCK is committed to working with applicants facing barriers to access this opportunity. If you require support or accommodations with your application, or have any questions about the position, please email [employment@truck.ca](mailto:employment@truck.ca) or call 403-261-7702.

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

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**TRUCK Contemporary Art** is a non-profit artist-run centre located in Mohkinstsis/Calgary, on the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Niitsitapi (inclusive of the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, and the Iyarhe Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations), and the Métis Nation of Alberta, Region III.

Established in 1983 as the Second Story Art Society, TRUCK is dedicated to the development and public presentation of contemporary art. Our mission is to present dynamic programming, encourage experimentation, support innovative artistic practices, and engage in artistic collaboration and exchange.

TRUCK currently consists of the following venues:

- **MAIN SPACE:** Our largest exhibition and event space
- **PARKADE Project Space:** a project-oriented space best suited for media art, video screenings, and small gatherings
- **U-HALL Community Gallery:** a bookable gallery space open to all artists and organizations
- **F.U.E.L (Free Utensils for Expressive Living):** a mutual aid initiative which aims to redistribute new and gently-used art materials to artists who need them
- **CAMPER (Contemporary Art Mobile Public Exhibition Rig):** a 1975 Dodge Empress motorhome modified to become a portable public exhibition and project space

To learn more, please visit [www.truck.ca](http://www.truck.ca) or find us on social media @truckcontemporaryart