



Canada Summer Jobs 2022 Gallery Assistant (Communications and Outreach)

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

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

Hourly Wage: \$20 per hour

Application Deadline: May 12, 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 (Communications and Outreach) will assist in developing and implementing TRUCK's external communications strategies and community outreach programs alongside general duties to support the day-to-day operations of the gallery. The successful candidate must be able to work weekends (Saturdays) and occasional evenings.

As outlined by Canada Summer Jobs, applicants must be between 15-30 years of age at the beginning of their employment, must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred, and must have a valid Social Insurance Number.

Key Responsibilities

Communications

- Assist in developing and implementing communications calendars and a brand style guide;
- Co-develop, coordinate, proof, and disseminate content for exhibition brochures/posters, e-newsletters, social media, website, and other digital or printed material, as required;
- Create, collect and organize visual asset materials (illustrations, photos, videos, etc.);
- Make recommendations for improvements in current and future communications practices.

Outreach

- Foster new and ongoing partnerships with other organizations and communities to increase access to existing TRUCK programs;

- Work collaboratively with staff and the Engagement Committee to conceptualize future outreach programming and initiatives;
- Research and implement accessibility considerations in communications and outreach programming (including alt-text, accessible design, live captions, etc).

General

- Assist in the general daily operations of the gallery (including opening and closing, facility maintenance, etc);
 - Assist with sales and/or inventory management for TRUCK's Shop, as well as the free art supply store (F.U.E.L);
 - 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;
 - Passion for working in and with community;
 - 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 Adobe Creative Suite and Google Workspace;
 - Willingness to follow TRUCK's ongoing COVID-19 protocols;
 - Experience in community-based marketing and/or marketing design.
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Application Guidelines

Application Deadline: May 12, 2022 at 11:59PM (M:ST)

Interviews: May 17 - 24, 2022

Projected Start Date: May 31, 2022

Interested applicants may submit the following documents:

- A brief letter outlining your interest and qualifications for the position
- A CV or resume
- 1-5 examples of previous design work, or a design portfolio

Audio and video submissions are also accepted.

Applications can be submitted:

- **Online** by emailing 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 or call 403-261-7702.

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

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, Bears paw, 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 Epress motorhome modified to become a portable public exhibition and project space

To learn more, please visit www.truck.ca or find us on social media @truckcontemporaryart