



**CONTEMPORARY  
CALGARY**

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## **Gallery Assistant**

Contemporary Calgary aims to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging, and we believe in the power of art to transform the places and the lives we live. We are seeking a full-time Gallery Assistant to join the Contemporary Calgary team.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment, and encourages applications from all qualified candidates for this position.

Please apply with a cover letter and resume in PDF format by April 15, 2024 to [careers@contemporarycalgary.com](mailto:careers@contemporarycalgary.com)

Subject Line: **YCW Gallery Assistant**

Not all applicants will be contacted for an interview

Compensation for this position is \$17.00/hr

The duration of this position is 8 weeks beginning early May.

## **Job Description**

This position will provide curatorial assistance with Contemporary Calgary's Summer/Fall exhibitions and assist our Front of House team with public facing tasks in order to create meaningful and engaging guest experiences.

Curatorial assistance will include research and record keeping tasks, and other duties as assigned. Public facing tasks may include leading tours, answering questions from guests, and monitoring the gallery spaces.



The ideal candidate for this position will be pursuing a Bachelor of Fine Arts degree or a bachelor's degree in another arts related field. They will have excellent organizational and planning skills with demonstrated ability to meet multiple deadlines, competency in MacOSX, Microsoft Office and Adobe suites, as well as excellent verbal and written communication skills in English. Proficiency in Squarespace website development and management is preferred. Fluency in French is considered an asset but is not required.

**Please note, this position is funded by Young Canada Works and candidates must meet the following eligibility criteria:**

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.