

## ArtWalk Curatorial Assistant Job Description – Canada Summer Jobs



Hours: 30 Hours Weekly, 8 weeks Full-time Position  
Wage: \$19.00 /hr  
Start Date: June 17, 2024  
End Date: August 5, 2024  
Posting Closes: May 26, 2024 at 11:59 pm.

*Must be flexible and willing to work some nights, weekends, and holidays. This is a hybrid position.*

This position will be responsible for developing and implementing Squamish Arts' July program, the Squamish Artwalk. Artwalk is a month-long exhibition of local artists in businesses across Squamish and the SLRD that includes a day of open studios with live music, food trucks and live art pop ups around town. This role will assist our Curators in matching venues and artists, developing contracts, building positive relationships with artists and curating spaces within the different locations to reflect the needs and priorities of the artists and businesses. The Curatorial Assistant will act as a representative of Squamish Arts and will be required to manage relationships between artists and key partners. This role will assist in social media content creation that effectively displays all of the artists and businesses participating, as well as participate in organizing and implementing the Studio Tour event.

### **Select core projects of the Curatorial Assistant for Squamish Artwalk will include but are not limited to:**

- Researching and employing effective cataloging and storage techniques
- Assist with planning schedules, goals and objectives for curating spaces
- Assisting the lead Curators in matching artists with venues
- Preparing digital mockups of venue spaces to streamline hanging artwork
- Assisting the lead Curators with hanging all artworks and de-installation
- Researching and establishing artist and venue contracts and information materials
- Ensuring all relevant artist information is available next to the artworks and complies with branding guidelines
- Working with SA staff on site to manage load in and load out for the Studio Tour event
- Recording and tracking all relevant statistics for post event reporting

### **Qualifications:**

- A deep passion for art and a strong understanding of different artistic styles, mediums, and trends.
- Excellent organizational and project management skills, with the ability to coordinate multiple tasks and meet deadlines.
- Strong interpersonal and communication skills to effectively liaise with artists, venues, and stakeholders.
- Proficiency in digital software and tools, such as Illustrator, to curate and design virtual exhibition spaces.
- Attention to detail and a keen eye for selecting and arranging artwork to create visually striking displays.
- A collaborative and flexible mindset, with the ability to adapt to changing circumstances and work effectively in a team environment.
- Ability to develop work plans, establish priorities, solve problems, and work within deadlines.
- Strong time management and multitasking abilities.
- Excellent attention to detail.
- Ability to work independently and in a team setting.
- Ability to complete assignments in a timely and efficient manner.

### **Assets**

- Specific knowledge of Squamish community, history, and demographics, and Squamish Arts
- Driver's license

### **Requirements to apply:**

#### **The applicant MUST**

- Be between 15 and 30 years of age at the beginning of the employment period
- 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

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Either live in Squamish or be able to commute to work in a timely fashion;
- Ability to work on weekends, holidays, or evenings for events;

Please do not send an application if you do not meet **all** the requirements to apply.

We are committed to providing a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

**This position starts June 17, 2024.**

Please submit a resume with a cover letter to [info@squamisharts.com](mailto:info@squamisharts.com). All electronic files and attachments should be in PDF format.

Only successful candidates will be contacted for an interview.