

## VANCOUVER ART GALLERY ASSOCIATION

### TEMPORARY FULL TIME EMPLOYMENT OPPORTUNITY

**Term: June 5 – Aug. 25, 2017 (12 weeks)**

### **REGISTRATION / CONSERVATION ASSISTANT**

This is a Canadian Heritage Young Canada Works position. Applicants must be between 16 and 30 years of age, permanent residents or have refugee status in Canada. Applicants must have been a full-time student in the semester preceding the YCW job and intend and intend to return to full-time studies in the semester following the YCW job.

#### **Subject to Funding Approval**

The Vancouver Art Gallery is seeking a post-secondary student for a temporary summer position to work with staff in the Registration and Conservation departments to assist with collections care, documentation, and exhibition activities.

#### **Duties:**

The Registration / Conservation Assistant will primarily work on updating documentation for art works stored offsite and preparing, documenting and relocating additional works to be relocated offsite. The Registration / Conservation Assistant will also assist with archiving Registration files, other duties as needed and day-to-day monitoring of environmental conditions.

#### **Qualifications:**

The successful incumbent will be a post-secondary student majoring in conservation, museum studies, library studies, fine arts, art history or other related fields with experience in artwork handling and information management, ideally in a museum/art gallery setting. Excellent communication and computer skills are required. Previous experience working with database systems is an important attribute. Strong attention to detail, demonstrated ability to follow through on projects in an organized and efficient manner, ability to work well with co-workers and independently will be sought.

**SALARY**      Pay Grade 17 \$22.16 / hour plus 10% in lieu of benefits

**HOURS**              7 hrs per day, 5 days per week

Please submit your resume by 5 p.m. Monday, May 15, 2017 to Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086 or email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca).

*We thank all applicants for their interest; however, only those short-listed will be contacted.*