



**Program and Gallery Assistant
(Job # LAC-002-24)**

Status: Part-time, Permanent
Date Open: February 5, 2024
Date Closing: February 20, 2024
Scheduled hours: 30 hours per week
Salary: \$27.97/hour

Position Purpose

Latcham Art Centre is seeking a creative, outgoing and organized individual to join our team of visual arts professionals and to contribute to the success of Latcham Art Centre. This supportive role gives the candidate an opportunity to gain experience in the public art/cultural/non-profit sector and contribute to a dynamic, creatively collaborative environment.

Duties and Tasks

1. Assists visitors at the LAC reception and contributes to audience development and engagement. Works evenings and weekends as scheduled.
2. Under the direction of the Program Coordinator, develops and conducts art education and exhibition related programs for all ages and assists in managing registration.
3. Assists with school group education programs, tours, and programs for community events.
4. Assists the curatorial department in academic artist research, exhibition installation and design, formatting text and marketing materials, label design, and proofreading/editing all written material, and other related projects.
5. Maintain art studio space including maintenance, cleaning, supplies, signage.
6. Assist with all events including fundraising events, exhibition openings, programming events, and outreach.

7. Updates/Edits information on LAC website regarding exhibitions, programs, and events as well as archiving past events.
8. Assist with marketing and social media campaigns related to exhibitions, programing, and events.
9. Presides over the immediate effective and efficient operations of the Art Centre when more senior staff are not on duty or available, as the Person-In-Charge (PIC).
10. Other Duties as assigned.

Qualifications and Requirements

1. College diploma or University degree in visual art, heritage, marketing, education or related field preferred.
2. Interest in visual arts.
3. Strong written and verbal communication skills.
4. Attention to detail.
5. Excellent computer skills.
6. Willingness to learn.
7. Ability to work within a team as well as independently.
8. This position requires a Vulnerable Sector Screening Check

How to apply

Attach your resumé and cover letter in one document by 4:30 p.m. on February 20, 2024, stating “**LAC-002-24**” and your name in the subject line of an email addressed to jennifer.onlock@latchamartcentre.ca.

We support and encourage diversity and equity, and we are committed to making staff positions accessible and welcoming to all potential team members, regardless of ethnicity, age, disability, sexual orientation, gender or identity.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.