Dalhousie Art Gallery – Curatorial Assistant

Application deadline: Monday 15 May at midnight

$15/hour, 6 hours/day, 5 days/week for 12 weeks
29 May to 18 August 2017

From August to December 2017, Dalhousie Art Gallery will be presenting an exhibition that highlights recent acquisitions to the gallery's permanent collection, and a suite of exhibitions that focus on the 100th anniversary of the Halifax Explosion. The curatorial assistant will assist with curatorial research, registrar and preparatory duties, plus further development of the educational and outreach program associated with these exhibitions.

Working with Gallery staff, the Curatorial Assistant will:
-work with registrar/preparator to receive artworks from lending institutions;
-perform curatorial research to retrieve support material for new acquisitions to permanent collection;
-with oversight from gallery staff, contribute to curatorial writing and production of didactic panels;
-in tandem with education and outreach coordinator, continue the development of educational program for fall exhibitions;
-work with gallery staff on events associated with current (spring/summer 2017) exhibition.
-assist preparatory staff with the installation of permanent collection exhibition (August 2017)
-attend, participate, and take notes in meetings with exhibitors and gallery staff.

Throughout the project the curatorial assistant will also work with gallery staff on the everyday operations including future exhibition programming, exhibition installation, registration of recent acquisitions, and education and outreach.

Requirements:
- be enrolled in an undergraduate or masters degree from an established Visual Arts, Art History or Museum Studies program;
- very good interpersonal skills and an ability to communicate effectively orally and in writing in English; French language skills an asset but not mandatory;
- intermediate research skills required;
- excellent organizational skills (especially multi-tasking in a busy office/gallery environment);
- knowledge of basic care and handling of artwork and familiarity with museum standards;
- ability to work as a team member, but also self-motivated;
- previous experience working in a gallery is a major asset although specialized training will be provided;
- must be able to work methodically and independently for periods of time with high attention to detail;
- specialized knowledge of art/craft studio practices an asset.

Eligibility:
This position is funded by Young Canada Works in Heritage Organizations. A student may be eligible for employment if they:
   •   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;
   •   will be 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.

Note: Priority will be given to students who have not previously participated in a summer work experience program.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community.

To apply:
Send a cover letter, resume, and names with contact numbers of two references in an email to **art.gallery@dal.ca**. Please write **YCW Curatorial Assistant** in the email subject line. The application deadline is **Monday 15 May at midnight**.