

## Gallery Coordinator

### Summary:

The Gallery Coordinator will collaborate with the BAC staff to support planning for upcoming programs in 2021/22. The Coordinator will participate in planning, development and delivery of arts activities that connect the local Burnaby community to artists and their works through various channels (online and in-person).

### Objectives:

- Participate in logistical planning for Deer Lake Art Gallery exhibitions in 2021 and into 2022.
- Communicate with artists to coordinate exhibition details
- Assist with day-of event support for the BAC music program and Covid-19 adapted programming (e.g. livestreams, artist talks, workshops and other virtual activities)
- Support marketing efforts by maintaining content on the BAC website, monthly newsletter and social media.
- Research partnerships and potential sponsorship opportunities for programming
- Track goals, progress, and deadlines and provide summary reports to the Board of Directors

### Skills & Qualifications:

- Post-secondary education in arts management, visual arts or related studies
- Previous experience in planning art programming, festivals, events or exhibitions an asset
- Knowledge of Microsoft Office
- Excellent verbal and written communication
- Excellent organizational and research skills
- Strong project management skills, able to prioritize tasks
- Able to work independently

This is a Canada Summer Jobs 2021 temporary 12 week position starting June 15, 2021 to September 2021, with 22.5 hours per week (\$16.00 per hour). The following are the requirements to participate in this federally funded program.

- Must be between 15 and 30 years of age at the start of the employment
- Must 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
- Must 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
- Must be able to work all 8 weeks consecutively

### How to Apply

Interested Candidates can e-mail a resume and cover letter to Jasmine at [info@burnabyartscouncil.org](mailto:info@burnabyartscouncil.org) with the subject line: Job Application: Gallery Coordinator, and an answer to the following question, *what does community art mean to you?*

Deadline to apply is Monday May 26<sup>th</sup>, 2021.