



510 FORT STREET, 2ND FLOOR
VICTORIA, BC V8W 1E6
250.383.8833
openspace@openspace.ca
www.openspace.ca
Charitable #11906 8815 RR 0001

Job title: Gallery Assistant

Work week: 30 hours per week, Tuesday-Saturday 10am-5pm with regular evenings

Wage: \$18/hour

Work term: May 21 – September 2, 2019

Deadline for applications: Wednesday, May 15 at 5:00pm

Interviews: May 16-18

About Open Space:

Open Space is a non-profit artist-run centre located in Victoria, British Columbia on the unceded territory of the Lekwungen-speaking peoples, now known as the Songhees and Esquimalt First Nations. Since its founding in 1972, Open Space has worked to support experimental artistic practices in all contemporary arts disciplines, including visual art, performance art, media arts, music and sound, and literary arts. Open Space is a vital community hub for artists of diverse cultures, generations, and disciplines, and seeks to gather community and foster critical dialogue through the presentation of contemporary art.

Job description:

The Gallery Assistant's primary role will be to shadow and assist other members of the staff at Open Space as they 1) install and present exhibitions, performances, and other arts programs; 2) perform standard gallery administration tasks; and 3) perform program-related communications. The diversity of tasks is to encourage a flexible and adaptable work ethic, as well as develop a broad range of transferrable and non-transferrable skills applicable to everyday gallery operations.

The Gallery Assistant will also have the opportunity to independently shepherd components of one existing public arts program, the *MAKE/SPACE* Mural Project, funded by the City of Victoria. *MAKE/SPACE* is an open call for young and emerging BIPOC artists to create a contemporary mural work on the back wall of Open Space, facing Helmcken Alley. The project aims to engage with public art as an expression of community identity and [in]visibility in conversation with the surrounding colonial edifices of downtown Victoria. This will be the third mural project to occupy the space outside of the gallery.

To facilitate *MAKE/SPACE*, the Gallery Assistant will take the lead on communicating the open call for submissions, developing the submissions criteria, processing submissions, assembling and chairing the adjudication committee, writing contracts with the selected artist(s), and overseeing the painting and presentation of the mural.

Other tasks include exhibition installation, event support, promotion and marketing, documentation, and volunteer coordination.

Qualifications:

The Gallery Assistant has a background in humanities, fine arts, art history, curatorial studies, critical studies, interdisciplinary or museum studies, gender studies, or writing. This position requires excellent computer skills (Mac operating system, Microsoft Office, Adobe Creative Suites, Mail Chimp), along with strong writing and communication skills. We are looking for someone who can meet organizational deadlines and who thrives on

**OPEN
SPACE** 510 FORT STREET, 2ND FLOOR
VICTORIA, BC V8W 1E6
250.383.8833
openspace@openspace.ca
www.openspace.ca
Charitable #11906 8815 RR 0001

both independent and collaborative work. We value a sense of responsibility, reliability, and active participation.

We are interested in keen, motivated individuals who are interested in expanding their skill sets in multiple disciplines, learning on the job, and getting deeply engaged in the arts community of Victoria. The successful applicant will demonstrate knowledge and interest in the contemporary arts.

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- 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*; and
- 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.

Apply with a one-page cover letter and a current resume or CV to:

Raj Sen, Acting Executive Director
Open Space Arts Society
510 Fort Street, 2nd floor
Victoria, B.C. V8W 1E6

Email applications: office@openspace.ca
(Candidates applying by email should indicate "Gallery Assistant" in the subject.)

Applications are accepted from all qualified applicants. We particularly encourage women, LGBTQ2S+ folks, Indigenous folks, people of colour, and persons with disabilities to apply. Please note that Open Space is not wheelchair accessible, and is accessed by a flight of 23 stairs; for more detailed accessibility info, please contact office@openspace.ca