

Morris and Helen Belkin Art Gallery

EMPLOYMENT OPPORTUNITY

Public Programs Project Assistant (Young Canada Works Program) Summer 2021

The Morris and Helen Belkin Art Gallery at the University of British Columbia has a temporary student employment opportunity for a Public Programs Project Assistant from May 10 to August 29, 2021. The position is 35 hours per week.

The Morris and Helen Belkin Art Gallery is mandated to research, exhibit, collect, publish, educate, and develop programs in the field of contemporary art and in contemporary approaches to the practice of art history and criticism. Our objective is to demonstrate that the practice of contemporary art is itself a form of research that produces knowledge. The Belkin Gallery maintains and manages the University's growing art collection of over 5,000 objects, including the Outdoor Art Collection, and an archive of over 30,000 items. Works from the permanent collection and archives, with an emphasis on recent acquisitions, are exhibited on an annual basis and are also used by other institutions for research and loans.

The Public Programs Project Assistant supports research for exhibition educational resources and assists with the planning and delivery of public programs for a diverse range of audiences, both in-person and online. Duties and responsibilities will include researching and compiling scholarly articles and biographical information on artists; assisting with artist talks and special events; developing and leading public/school tours of the Gallery, exhibitions, and the Outdoor Art Collection; updating information about public programs on the Gallery's website; researching and drafting educational materials; providing information to the public; and monitoring the gallery and front desk during public hours. Other projects may include assisting with the coordination of talks by curators, artists and gallery professionals, or another special project to be confirmed. The Public Programs Project Assistant will participate directly in the development of a new program geared to undergraduate and graduate students who are interested in visual and material culture, to start in the fall 2021 – spring 2022.

Required: Graduate level student enrolled in curatorial studies, museum studies, art history or the visual arts. Advanced research skills and familiarity with the University of British Columbia's library system. Comfortable speaking to diverse audiences and people from different cultural and social backgrounds, small and large groups. Excellent oral and written communication skills. Experience using PC and/or Mac computers, MS Office, email, internet, and Zoom. Ability to work with limited supervision, adapt to a variety of work scenarios, exercise initiative and judgment, meet deadlines, and work under pressure. Comfortable using and/or learning new equipment including scanners and digital cameras. Programs presented at the Gallery and on campus will be in accordance with UBC and Belkin Gallery COVID-19 Workplace Safety Plans. The candidate should expect a mix of on-site and remote working.

Preferred: Experience working in an art gallery/museum and handling artworks. Experience giving public tours in an art gallery or museum setting. Familiarity with WordPress is an asset. A second language is an asset. Ability to lift up to 5 kilograms (e.g. audio/visual equipment, chairs, tables, backpacks, etc).

Wage: \$20.00 per hour

Deadline for applications is Tuesday, April 6, 2021, 9:00 am (depending on funding notification).

To apply please email a cover letter and resume to the attention of:

Naomi Sawada, Manager, Public Programs
Morris and Helen Belkin Art Gallery
The University of British Columbia
1825 Main Mall
Vancouver, BC V6T 1Z2
Email: naomi.sawada@ubc.ca

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

The Public Programs Project Assistant position is dependent on funding from the Canadian Heritage Young Canada Works program. Please note that in accordance with program eligibility criteria, applicants must be 30 years of age or younger at the start of employment, legally entitled to work in Canada and be a Canadian citizen, permanent resident, or have been granted refugee status in Canada.