



THE UNIVERSITY OF BRITISH COLUMBIA

MORRIS AND HELEN BELKIN ART GALLERY
belkin.ubc.ca

Vancouver Campus, 1825 Main Mall
Vancouver, BC Canada V6T 1Z2
Phone: 604 822-2759
Fax: 604 822-6689

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Collections Assistant, Young Canada Works in Heritage Organizations

The Morris and Helen Belkin Art Gallery at the University of British Columbia invites applications for a temporary 16-week student employment opportunity as Collections Assistant from May 6 to August 23, 2024. This position is full-time at 35 hours per week.

The Morris and Helen Belkin Art Gallery is mandated to promote the understanding and discussion of contemporary art and contemporary issues in art history, criticism and curating. Our mandate is realized through research, exhibitions, acquisitions, publishing, education, and public and academic programs in the field of contemporary art with a focus on our region within a national and international context. Our objective is to demonstrate that the practice of contemporary art is itself a form of research that produces knowledge. The Belkin Art Gallery maintains and manages the University of British Columbia's growing artwork collection of over 4,500 objects, including the Outdoor Art Collection, and an archives of over 265 linear metres. Works from the archives and artwork collection, with an emphasis on recent acquisitions, are shown on an annual basis at the Belkin and are also activated by a wide variety of users and institutions for research and exhibition.

The Collections Assistant's objectives are to perform a variety of archival, collections management, and registration duties that will assist the Belkin in managing and increasing access to the Belkin's archives and artwork collections. These duties may include: processing archival fonds through arrangement and description; processing new acquisitions across the various collections; providing support for research and access; assisting with the physical organization of collections storage spaces to improve access and efficiency; partaking in professional development and staff activities; engaging in discussions and researching accessibility needs, such as implementing alt text, transcriptions and user experience; capturing technical metadata and carrying out digital preservation initiatives for image, video and audio assets; inventorying artwork collection; assisting with loans, travelling exhibitions, and condition reporting; identifying and packing artworks for shipment to the Belkin's offsite storage space; locating and seeking permission from copyright holders (such as artists, estates or copyright management societies); assisting with exhibition files and records management across multiple departments; and reviewing, updating and publishing database records to be accessed by the public and researchers through the collections website. The position will also perform other gallery duties as necessary such as providing information to the public, attending the front desk and monitoring the gallery.

Required Skills: Graduate level student enrolled in a Master of Archival Studies program or equivalent Information Studies degree with a demonstrated interest in working in the arts or cultural fields. Has the following skills: attention to detail; exceptional oral and written communication skills; advanced research skills; experience using MS Office, databases, email, and the internet; ability to work independently and in a team environment; adapt to a variety of work scenarios; exercises



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initiative and judgement; capable time management skills to meet deadlines and work under pressure; ability to exercise discretion, sensitivity and confidentiality; and comfortable working with tools and ladders and able to lift 30lbs.

Preferred Skills: Experience working in an art gallery and handling cultural objects; knowledge of contemporary art; and experience using CollectiveAccess and Adobe Creative Suite is an asset.

Deadline for applications is Tuesday, April 2, 2024, 9:00am (depending on funding notification).

Wage: \$22.00 per hour

For more information: <https://belkin.ubc.ca/careers-student-opportunities-summer-2024/>

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

Anna Tidlund, Archivist
Morris and Helen Belkin Art Gallery
The University of British Columbia
1825 Main Mall
Vancouver, BC V6T 1Z2
Email: anna.tidlund@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 sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Métis, Inuit, or Indigenous person.

The Collections 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; have been a full-time student in the semester preceding and intend to return to full-time studies in the semester following employment; be legally entitled to work in Canada, be a Canadian citizen, permanent resident, or have been granted refugee status in Canada; and not have another full-time job while employed.