



THE UNIVERSITY OF BRITISH COLUMBIA

MORRIS AND HELEN BELKIN ART GALLERY
belkin.ubc.ca

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Public Programs Project Assistant (Young Canada Works in Heritage Organizations) Morris and Helen Belkin Art Gallery, The University of British Columbia

The Morris and Helen Belkin Art Gallery at the University of British Columbia invites applications for a temporary 14-week student employment opportunity as Public Programs Project Assistant with anticipated start date of May 27 to August 30, 2024. This position is full-time at 35 hours per week, funded by Young Canada Works in Heritage Organizations.

The Morris and Helen Belkin Art Gallery is mandated to promote 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. The Belkin seeks to explore the ways in which the practice of contemporary art is in itself a form of research that produces knowledge.

The Belkin Art Gallery maintains and manages the University's growing art collection of over 4,500 objects, including the Outdoor Art Collection, and a significant archive. Works from the permanent collection and archives, with an emphasis on recent acquisitions, are exhibited on an annual basis at the Belkin and are also activated by a wide variety of users and institutions for research and exhibition.

The Public Programs Project Assistant's objectives are to assist Belkin programs and curatorial staff in researching exhibitions and to assist with the planning and delivery of public programs. The Public Programs Project Assistant will assist with: researching and compiling scholarly articles and biographical information on artists; artist talks and special events; leading public/school tours of the gallery, exhibitions, and the Outdoor Art Collection; updating information about public programs on the Belkin'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 for undergraduate and graduate students who are interested in visual and material culture, to start in fall 2024 until spring 2025.

Required: Graduate level student enrolled in curatorial studies, museum studies, art history or the visual arts. Advanced research skills and familiarity with university library systems. Demonstrated experience 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. While there is some flexibility in the work hours, the student will be expected to work one of their days on the weekend.

Preferred: Experience working in an art gallery/museum. Experience giving public tours in an art gallery or museum setting. Familiarity with WordPress and/or Adobe programs would be assets. A second language is an asset. Ability to lift up to 5 kilograms (audio/video and other equipment, chairs, tables, and materials for programs at the gallery on campus or on-line; handling backpacks and other items for visitor coat/bag check.

Wage: \$22.00 per hour

Deadline for applications is Monday, May 13, 2024, 9:00 am.

To apply please email a cover letter (noting Young Canada Works eligibility) and resume to the attention of:

Naomi Sawada, Manager of 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 for 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 Nations, 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; 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.