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**JOB POSTING: May 25, 2018****Position:** Curatorial Assistant, Exhibitions Program**Part-time:** 21 hours/week (three day weeks with additional four day weeks during install periods), occasional evening and weekend hours required**Remuneration:** \$20.60/hour plus vacation and extended health benefits**Summary:**

Western Front seeks applications for the position of Curatorial Assistant with the Exhibitions Program. The Curatorial Assistant supports the Exhibition Curator in the planning and implementation of programs, research, and gallery operations on a day-to-day basis. We're looking for someone who is excited about and engaged in Western Front's programming, the broader world of art, and who is enthusiastic about bringing their skills and experiences to the Exhibitions team at Western Front.

Outlined below are a sampling of the duties for this position, and an overview of valuable qualifications and skills. Bear in mind that an ideal candidate won't necessarily excel in all of these skills, but rather demonstrate a combination of some of these skills along with a desire and capacity to learn in areas they may not have as much experience in. The Curatorial Assistant is envisioned as a role for the right candidate to learn and grow into. Artists are encouraged to apply.

**Duties:**

- Assist with the planning and implementation of exhibitions and related programming
- Support all exhibition installation and production
- Working alongside artists to support various production and exhibition needs
- Arrange artist travel and accommodation
- Coordinate shipping, insurance and exhibition documentation
- Assist with budget planning and tracking
- Manage all publicity, including email newsletters, press releases and social media
- Liaise with press
- Maintain website and online content
- Maintain press contacts and mailing lists
- Supervise weekly interns and volunteers
- Assist in grant writing, editing and reporting
- Draft and edit copy for print and promotional materials
- Maintain exhibition documentation and archives

**Skills and Qualifications :**

- Active engagement with and knowledge of contemporary art
- Ability to be self-directed while working in a team environment
- Organizational and problem-solving skills
- Written and verbal communication skills related to the language of art practices
- Experience with basic exhibition installation tasks (e.g. painting, use of hand tools/power tools, basic woodworking skills and/or a working knowledge of digital media equipment)
- Collaboration and facilitation with volunteers and other people

- Comfortable working in an Apple computing environment. The Exhibitions team primarily uses Microsoft Word, Excel, Photoshop, InDesign, Mailchimp, Wordpress on a regular basis.

Western Front Society is committed to the principles of Employment Equity and encourages applications from Indigenous persons, members of a visible minority group or persons with a disability.

Interested candidates should submit a cover letter and resume as a single combined PDF file by email to:

Pablo de Ocampo  
Exhibitions Curator  
pablodeocampo@front.bc.ca

**Application deadline: June 22nd, 2018 by 5pm PST.**

Unfortunately only candidates selected for an interview will be contacted.