



## **Curatorial & Program Assistant**

Full-Time | 8-week contract  
\$14.60/hr | 35 hours/week

Touchstones Nelson: Museum of Art and History, located in beautiful downtown Nelson, BC is seeking someone through the Canada 'Summer' Jobs program to act as Curatorial and Programming Assistant. Touchstones has two gallery spaces in which 8 or 9 exhibitions rotate through annually, and a permanent museum display.

We are seeking a Curatorial and Programming Assistant to work with the Curator and programming staff to develop contemporary visual arts exhibitions and "art and history convergence" exhibitions for the upcoming exhibition seasons, as well as public programming and community outreach. The Curatorial and Programming Assistant will be a team-player who is passionate about the field of curation and interested in enhancing their career in the public gallery and/or museum sector.

- The Program and Curatorial Assistant is responsible for the following project tasks:
- Working on all aspects of exhibition install and community engagement – and all other duties as they arise.
- Some Front Desk responsibilities such as: retail gift shop sales & processing admissions

### **Skills and requirements:**

- undergraduate degree in Curatorial Studies, Art History, Museum Studies, or equivalent
- excellent computer skills – particular interest in film, marketing and social media an asset
- excellent communication and writing skills
- excellent knowledge of contemporary Canadian art

### **Job Requirements:**

To be eligible to participate in the CSJ initiative, individuals 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.

**Please send your resume, cover letter and references to [curator@touchstonesnelson.ca](mailto:curator@touchstonesnelson.ca) by noon, November 20, 2020.** Please do not call.

Only those considered for an interview will be contacted.