

Position: Preparator/Facility Aid

Location: Brandon, MB

Hours: Between 30 - 37.5 hours per week.

Salary: \$16.00/hr

The Art Gallery of Southwestern Manitoba is a community-engaged and inclusive contemporary art gallery located in downtown Brandon, Manitoba. The AGSM is Manitoba's largest arts organization outside of Winnipeg, and has served the broad and diverse population of Southwestern Manitoba for the past 112 years. We have a national reputation for the excellence of our culturally diverse exhibition and education programming.

Description:

This is a unique opportunity to join a public art gallery team working to build and expand resources and opportunities for the local community. The Art Gallery of Southwestern Manitoba is seeking an energetic and hard-working individual for an internship position as a Preparator/Facility Aid.

This twenty-seven week position will provide opportunity for a recent graduate of a university/college program to join the Art Gallery of Southwestern Manitoba staff, and to prepare the candidate with valuable skills related to collections management, exhibition installation/coordination and the operations of a public Art Gallery.

The main objectives of the Preparator/Facility Aid internship will be to assist the Facility Manager in all duties related to management and ongoing operations of the Gallery and its Art Education Program. Over the course of the internship, the student will install several exhibitions in the Main and Community Galleries, assist with the change over of AGSM school programs, help with collections maintenance, plan and promote the adult art school program, and perform technical work such as operating, repairing, and maintaining gallery and art studio equipment.

The Preparator/Facility Aid works collaboratively with the Facilities Manager and AGSM programming staff. We are seeking an individual who has an interest in pursuing a career in Museum / Gallery Studies, Indigenous Studies, Art History or Collections Management. This position requires strong written communication skills in English.

Qualifications:

- Graduate of a recognized program in Museum Studies, Art History, Visual Arts, Indigenous Studies, Education or equivalent and may be preparing for future graduate studies.
- Must be eligible to work in Canada, be a Canadian citizen or permanent resident and be between the ages of 16-30 years.
- Prior experience with exhibition preparation, installation and/or art handling, is an asset.
- Knowledge of computer programs (Google Docs, Adobe Suite, Microsoft Office), working knowledge of collections management databases is considered an asset.
- Experience in researching and writing community-based programs and working with artists, is an asset.
- Knowledge of contemporary Canadian art regionally and nationally.
- Excellent oral and written communication skills.
- Strong interpersonal and client relations skills.
- Exceptional research, analytical, and problem solving skills.
- Excellent leadership skills with the ability to work collaboratively with volunteers and contracted staff.
- Demonstrated initiative, flexibility, and resourcefulness with the ability to work independently.
- The AGSM requires a criminal reference check as a condition of employment.

Additional Information:

2 references are required. One reference may speak to your work experience and/or interest in furthering your studies in Visual Art, Art History, Indigenous Studies, museum/gallery studies. Submit your cover letter, resume and 2 references by email to: [hr@agsm.ca](mailto:hr@agsm.ca) by September 1, 2022 at 5:00 pm.

The AGSM thanks you in advance for your interest; only those candidates being considered will be contacted. The AGSM is an equal opportunity employer and encourages applications from all qualified individuals.

The Preparator/Facility Aid internship position will be posted on the Young Canada Works website. Applicants must register through the Young Canada Works website to be considered for the position.

Characteristics of City/Region:

The AGSM has been proudly serving Brandon and its surrounding region for over 112 years. Founded in 1907 as the Brandon Art Club, the AGSM is Manitoba's oldest centre for visual art and one of Canada's first. From its beginning, the people of Brandon have seen the value of having art and creativity in their lives and their city, and we continuously work to earn that support in our mission to lead community transformation through contemporary art, education, and events. The AGSM offers year round exhibitions in our Main and Community galleries featuring artwork from leading local, provincial, and national artists that often addresses the specifics of this place and encourages new understandings of our community. We also produce regular public events and offer a robust art education program offering tours, workshops and classes for children, teens, and adults at all skill levels. As a not-for-profit, registered charitable organization, all our main public exhibition programs are offered free of charge to the public, and our education programs operate on a cost-recovery basis (with 100% funded scholarships for youth facing financial barriers).

For more information about the Art Gallery of Southwestern MB, please visit <http://www.agsm.ca>.

For more information about arts and culture in Brandon and Manitoba, please visit:

<http://economicdevelopmentbrandon.com/arts-culture-recreation>