



FINEARTSOCIETY

Job Title: Youth Art Gallery Assistant - Summer Position

Wage: \$14.25/hour

Application deadline: May 30

Apply with a one-page cover letter and a current resume to sfas@sookefinearts.com (Indicate "Youth Art Gallery Assistant - Summer Position" in the subject window.)

Location:

Sooke Fine Arts Society
SEAPARC
2168 Phillips Rd
Sooke, BC V9Z 0Y3

Duration: July 2 - August 12 (6 weeks)

Number of Hours per Week: 30

Tasks and Responsibilities:

The Youth Art Gallery Assistant will provide administrative support to the Youth Art Gallery Team Leads, Sooke Fine Arts office staff and sales team in managing maintenance and sales of art from the Youth Art Gallery of the 2019 Sooke Fine Arts Show.

Key Responsibilities:

- Process information accurately and effectively, such as input into the artist/sponsor management database program
- Respond to telephone and email enquiries
- Learn/assist with matting and framing, installation and hanging the Youth Art Gallery At Sooke Fine Arts Show
- Relieve volunteers during the show in a variety of duties, as required
- Use a POS machine to process artist payments and ticket sales, etc.
- Help prepare pre- and post-show correspondence such as show invitations and tickets, thank you cards to donors and sponsors, mailing artist remuneration, etc.
- Learn and assist with matting and framing youth art prior to installation
- Assist with organizing art students and scholarship winners for Artist Celebration

ceremony

- Act as liaison/ambassador interfacing with public about youth art displays
- Take a leadership role in organizing, booking and scheduling youth performers at Artz4Youth event (Tuesday, July 30, 2019)
- Maintain inventory of youth art on display
- Manage Youth Art Sales under direction of the Sales Team
- Transcribe, collate and input data of Youth Art People's Choice show survey
- Assist with take-down of the Youth Art Gallery (wrapping sold artworks, assisting with art out-take process)

Qualifications

The ideal candidate will have high communication skills, (verbal, written and listening), have a positive and professional demeanor, and be able to multi-task. Strong computer skills (preferably in a Mac environment), and social media tools are preferred. Self-motivated, intuitive and energetic, the ideal candidate will be comfortable with shifting priorities in a busy environment. Prior office experience would be beneficial.

This position is sponsored through Canada Summer Jobs; see eligibility criteria below.

Eligible applicants must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- legally entitled to work according to British Columbia's provincial legislation and regulations

About the Society

The Sooke Fine Arts Society is a registered charity dedicated to supporting regional arts and enhancing public engagement with the arts. The Society relies on the efforts of 300 volunteers to carry out its activities, including the annual Sooke Fine Arts Show, Vancouver Island's largest juried arts event, showcasing 380 artworks created by some 278 artists. The Show attracts more than 9,000 visitors to the community of Sooke each year, and plays a major role in the town's cultural and volunteer life.