Job Title: Art Gallery Admin Assistant - Summer Youth Helper

Wage: $17.00/hour

Application Deadline: June 2, 2023

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

Job Location:
Sooke Fine Arts Society
SEAPARC Leisure Centre
2168 Phillips Rd, Sooke, BC

Duration: June 19 - August 11 (8 weeks)

Number of Hours per Week: 35

Tasks and Responsibilities:
The Admin Assistant will provide support to the office staff, team leads and others as identified in the promotion and event planning management of the 2023 Sooke Fine Arts Show. Workdays will be no more than 7 hours but may include evenings and weekends.

Key Responsibilities:

- Respond to telephone inquiries from artists, sponsors, patrons and volunteers
- Prepare and upload artworks to the website
- Connect with artists and service providers as needed
- Assist with design of online and live galleries
- Generate artist and inventory lists from the database
- Help coordinate activities for children, youth, families and seniors during the show
- Help coordinate the artist talks, tours, and demonstrations
- Help plan the Artist Celebration Event ceremony
- Process information accurately to check and compare lists of data

Qualifications

As an ideal candidate, you are:

- an excellent verbal and written communicator
- a positive and professional demeanor while interacting with a wide range of stakeholders, including volunteers, sponsors, advertisers, artists, donors, community members and media
- a highly skilled computer user with the ability to learn new programs as needed (proficient with Mac and Microsoft software suite and social media tools)
- self-motivated and energetic, able to work independently
- comfortable with shifting priorities in a busy environment.

Prior office or other work experience is preferred but not essential.

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;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment*; and,
- is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible participants.

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 arts event, showcasing 380+ artworks created by 260+ 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.

For more information on the show: www.sookefinearts.com