



FINEARTSOCIETY

**Job Title: Youth Art Gallery Attendant - Summer Youth Helper**

Start dates and hours may be adjusted.

**Wage:** \$17.40/hour

**Application Deadline:** May 24, 2024

**Apply** with a one-page cover letter and a current resume and e-mail to [sfas@sookefinearts.com](mailto:sfas@sookefinearts.com) (Indicate "Youth Art Gallery Attendant - Summer Position" in the subject window).

**Job Location:**

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

**Duration:** June 12 - August 13 (9 weeks)

**Number of Hours per Week:** 30

**Tasks and Responsibilities:**

The Youth Art Gallery Attendant will provide administrative support to the Youth Art Gallery Team Leads, office staff and sales team in managing set-up, maintenance, and sales of youth art within the Youth Art Gallery of the Sooke Fine Arts Show.

**Key Responsibilities:**

- learn and assist with matting and framing youth art prior to installation into the gallery
- help to install and hang the Youth Art Gallery at the Sooke Fine Arts show
- maintain inventory of youth art on display
- help to prepare a variety of correspondence to youth artists/teachers/principals, etc.
- assist with organizing art students and winners involved in the Artist Celebration ceremony
- act as liaison/ambassador interfacing with the public about youth art displays

- assist with take-down of the Youth Art Gallery, wrapping sold artworks and assisting with the Youth Art Out-take process at the end of the show
- process information accurately and check and compare lists of data, such as input of youth artist information and art details into spreadsheets

## 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
- able to multi-task and take direction
- a skilled computer user with the ability to learn new programs as needed (preferably in a Mac environment 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 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;
- 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 375+ artworks created by some 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](http://www.sookefinearts.com)