



## **Sooke Fine Arts Society – Position Description**

Title: **Show Designer**  
Location: 2168 Phillips Road, Sooke, BC  
Job Structure: Contract  
Duration: 12 Days (July 17 - 28) plus attendance at 2 Special Events (July 28 & Aug 4)

### **Background**

The Sooke Fine Arts Show showcases some 380 works of art selected from more than 600 artists resident on Vancouver Island and the surrounding BC Coastal Islands in a temporary gallery constructed within the SEAPARC Leisure Complex in Sooke, BC.

This 10-day annual celebration of the arts, now coming into its 37th year, is Vancouver Island's longest-running professionally adjudicated fine arts show. It has become a key regional event: Vancouver Island's Premier Arts Event, drawing more than 8,500 visitors annually.

The show is produced by over 300 volunteers annually through the Sooke Fine Arts Society, a federally registered charity and BC non-profit society.

The show's success is measured by number of attendees and artist submissions, and by the number and value of art sales, show surveys and social media comments.

### **Position Summary**

The Show Designer is responsible for the overall appearance of the show and will oversee the installation of artwork and dressing the show, while mentoring and guiding a long-established team of dedicated volunteers.

### **Responsibilities**

Key responsibilities of the Show Designer are to:

- Work on-site at the SEAPARC Leisure Complex in Sooke for the period July 17 - July 28
- Be available for Design Team meetings (2-3) prior to July 17
- Be available on Purchasers Preview Night (July 28) and Artist Celebration Evening (August 4) to trouble shoot any art or gallery-related issues
- Become familiar with show structure, design infrastructure, Design Team and the team's processes and skillsets
- Work closely with the Design Team Leads/Co-Leads, providing leadership and guidance to the Design Team and volunteers

- Meet or elevate existing show design standards
- Provide direction for the overall appearance and flow of the show
- Serve as a problem solver and final arbiter on matters relating to the placement/installation of artworks and the overall dressing (includes lighting, polishing, etc.) of the show
- Provide constructive ideas to improve the show
- Abide by safe art handling rules and processes
- Uphold the SFAS Code of Conduct policy

### **Requirements**

The Sooke fine Arts Society is seeking a motivated, passionate arts professional who is a strong leader, communicator, and team builder. The successful candidate will have:

- Educational background commensurate with the level of responsibility required of the position
- Proven experience in the arts with significant design, gallery design, installation and/or curatorial practice
- A positive attitude
- The ability to be respectful of and work cooperatively with volunteers
- Skills to deal diplomatically with a range of personalities
- The ability to delegate

### **Remuneration**

To be determined, will be commensurate with the successful candidate's experience, proposal and with consideration for the SFAS's budget and status as a not-for-profit organization.

### **Conflict of Interest**

The successful proponent will be asked to sign a Conflict of Interest Agreement

### **Code of Conduct**

The successful proponent will be asked to sign a Code of Conduct Agreement

### **Deadline for Response**

January 31, 2023

### **Contact**

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