

## CURATORIAL ASSISTANT

Employment generated through Young Canada Works

RiverBrink Art Museum requires a Curatorial Assistant, for the period of May 24 to September 3, 2021. This position is dependent on approval of funding through Young Canada Works in Heritage Organizations Program.

The job entails:

Analysis and organization of images of art works in the collection and assisting with development of online content. The candidate will photograph art works and installations for a virtual tour presentation. The candidate will interact with visitors, assisting with reception and with visitor introduction, tours and Gift Shop.

This is a full-time summer position (at \$14.00 per hour for a total of 37.5 hours per week). RiverBrink Art Museum operates 6 days a week during the tourist season and the successful candidate will typically work a Monday to Friday shift with occasional evenings or weekends to assist with special events. Because RiverBrink is not reachable by public transit, the successful candidate must have access to transportation.

RiverBrink is located in the village of Queenston, situated between Niagara Falls and Niagara-on-the-Lake, Ontario. The Art Museum collection contains over 1,400 works of fine art and a library of 4,000 books and documents. The primary project involves working with the Director/Curator and Programming and Curatorial Assistant to research and develop content for online exhibitions and programming. A secondary component of the job is to produce a virtual tour of exhibitions and to interact with visitors to the museum. On a day-to-day basis, the student will introduce visitors to the exhibitions, help serve as security during public hours and assist with gift shop sales. To effectively carry out these tasks, the student should become familiar with information about the collection, historical background of the museum and its founder, Samuel E. Weir and the history of Queenston and the surrounding Niagara area.

Interested candidates must have completed a minimum of one year of post-secondary education in a related field, such as art history, museum studies, fine art, or Canadian history and have some experience with photography. Past experience as a volunteer or employee in an art gallery/fine art museum, community museum or historic site would be an asset;

however, previous work with the public will be considered. The ideal candidate will possess excellent written and oral communication skills, and an intermediate to advanced level of computer proficiency. Knowledge and experience with PowerPoint and Keynote, database storage, and blogs, website writing and presentation skills are desirable. Retail skills are requested. Some reading and spoken knowledge of French or other language would be an asset.

The student must be a Canadian citizen between the ages of 18 and 30, have just completed a term/semester of full-time studies and be returning to a full time education program.

RiverBrink Art Museum is an equal opportunity employer. Applications, along with cover letter, will be accepted to April 21, 2021 and should be emailed to:

[dantoncic@riverbrink.org](mailto:dantoncic@riverbrink.org)