

## **Curatorial Assistant**

*RiverBrink Art Museum is a collecting and exhibiting art museum open to the public since 1983. Museum programming and operating is supported by the Weir Foundation, private donations, volunteers' fundraising, and admissions fees. Specific exhibition and education projects receive additional support from federal, provincial and municipal sources. The museum's exhibitions and educational offerings change annually. RiverBrink serves local, regional communities and tourists to Niagara.*

### **Objective/Job Description:**

The main objective of this project is to improve online access to the RiverBrink and Samuel E. Weir Collections by completing digital documentation of the collection. A secondary objective is to provide visitor support and enhanced engagement with exhibitions, programming, and local community attractions. The project requires research and analysis of existing digital images, photographing art works, uploading images to the museum database and interacting with visitors. The project will enable the candidate to acquire valuable art museum and curatorial experience, including the use of collections software, while providing an opportunity to enhance existing skills in photography and in customer service. The employer will benefit from the project through the addition of digital images and resources and expansion of knowledge of the collection. The project will support ongoing efforts to improve access to the collection both for the public and other heritage organizations.

The candidate will develop a virtual tour, first photographing art works and exhibitions installations. The candidate will also research and develop a script for a walking tour of the heritage community. The candidate will develop a list of art works to be photographed, check for copyright status, and begin photographing art works. The completed files will be uploaded to the database. The candidate will engage with visitors to the gallery, answer questions and provide information to visitors about the art works, collections, and exhibitions.

Director/Curator will provide introduction and orientation to building and workplace safety including fire and other emergency protocols. Candidate will accompany supervisor on tour of exhibitions, storage, studios, and grounds.

Candidate will be introduced to museum protocols, including art handling, practices and procedures. Information on the collection and institutional history will be provided. Administrator will provide training in gift shop/reception procedures. Candidate will begin developing a virtual tour and script for walking tour.

### **Requirements:**

The ideal candidate will have some post-secondary education and proficiency in photography. The ideal candidate is a student in college or university studying in the disciplines of visual art, art history, history, museum or cultural studies. Strong communication, organizational and interpersonal skills are required. The ideal candidate will be comfortable interacting with visitors of all ages, have an interest in visual art, a strong work ethic and attention to detail. Some retail experience is also beneficial. Reading/speaking knowledge of French or other second language would be an asset. Candidate must be able to work variable shifts that may include some weekend and evening shifts. The position will be advertised in postings that encourage applicants from all of the Government of Canada's job equity groups. The job will be posted on national and regional museum association websites, local college and university student job sites, on social media, and the Museum website. The submitted applications for this position will be reviewed by the Director/Curator, Administrator, and Programming and Curatorial Assistant. In the notice of the position, review-of-submissions process, and in the interviews, the YCW criteria are specifically referred to in order to ensure that the applicants are eligible. The selected candidates will be interviewed by staff in a format that includes the candidate's opportunity to describe their academic and work qualifications and experience, with particular emphasis on why they see themselves as a good fit for the position and how this position will help them to advance their own career objectives. The museum considers it important to interview a minimum of three candidates for any one position.

*\*This job is pending the approval of the Young Canada Works Summer Employment Grant\**

*Compensation: 15.50/hr*

*Hours: Full Time, 37.5 hrs/ week*