



art gallery of sudbury
galerie d'art de sudbury

The Art Gallery of Sudbury is seeking a dynamic and self-motivated person to fill a NOHFC (Northern Ontario Heritage Fund Corporation) funded one -year internship to assist with all aspects of the gallery's curatorial initiatives in the position of Curatorial Assistant.

Working under the supervision of the Curator, the Curatorial Assistant will:

- Catalogue and document the permanent collection and reorganize the vaults they are housed within;
- Assist in maintaining inventory;
- Assist with the crating and/or uncrating of artwork and exhibition installation of artwork;
- Prepare the gallery space including spackling, painting, preparing documentation, photography, hanging of artwork, and lighting;
- Prepare condition reports;
- Manage and monitor gallery spaces;
- Assist with the development of exhibitions and all the administrative duties involved;
- Update and manage the gallery's Art Sales and Rental Program.

Qualifications:

- A recent graduate from an accredited college or university, with a diploma / degree in History, Fine Arts, Museum Studies or related area of study;
- Motivated, committed and an adaptable team player;
- strong analytical abilities, take initiative, be detail oriented and quality conscious;
- excellent time and project management skills.

To be eligible, candidates:

According to NOHFC guidelines, candidates must be legally entitled to work in Canada, be Canadian citizens, permanent residents or persons granted refugee status in Canada; non-Canadian students holding a temporary work visa or awaiting permanent residents status are not eligible. Women, visible minorities and Aboriginals are encouraged to apply. Must be college or university student; graduates may apply. Must be 29 yrs of age or younger and have attended Northern Ontario Secondary school.

Qualified candidates should submit a detailed resume by July 30, 2010 to:

Art Gallery of Sudbury
Attn: Krysta Telenko
251 John Street
Sudbury, Ontario P3E 1P9:
Fax: 705.674.3065 or Email: ktelenko@artsudbury.org

We thank all applicants but must advise that only those selected for interviews will be contacted.