



## Volunteer Call – Gallery Assistant

### Description

ArtStarts is seeking long-term, creative, friendly and welcoming individuals who are also proactive about seeking out visitor contact. Gallery Assistants work directly with the Gallery Coordinator to support ArtStarts' gallery exhibitions, events, gallery tours, workshops and assist with administrative duties.

### About the ArtStarts Gallery of Young People's Art

The ArtStarts Gallery is the only free, public gallery in Canada exclusively dedicated to young people's art. Since the gallery opened in 2006, our exhibitions have celebrated the exciting artwork that emerges when students, educators and professional artists work together to deepen learning, creativity and community connections.

Our exhibitions often showcase the inspiring work resulting from ArtStarts' Artists in the Classroom grants, which support opportunities for schools to work directly with professional artists to learn in and through the arts.

ArtStarts in Schools is a charitable organization that seeks to expand the role of arts in education for the benefit of British Columbia's young people. Since 1996, ArtStarts has supported educators, artists, families and young people by offering a broad range of programs, services and resources.

### Qualifications

We are looking for individuals who are:

- Friendly, professional and driven
- Interested in being a part of the arts community of British Columbia
- Willing to learn and make a positive social contribution to society
- Experienced with MS Word and Excel
- Experience with Adobe Creative Suite would be an asset
- French language for translations and tours is an asset
- Experience working with kids is an asset
- Video editing skills are an asset





## Areas of Responsibility Include:

### Gallery

- Overseeing the front reception to maintain a friendly and welcoming atmosphere
- Providing gallery introductions and communication materials to visitors
- Supporting exhibition strike and installations and handling shipment of art in and out of the gallery when needed
- Research and gather information for upcoming exhibitions
- Transcribe interviews
- Assisting with preparation, facilitation, and clean-up workshops, public tours and special events
- Distributing promotional materials for special events

### General Administration

- Responding to and handling incoming calls
- Receiving and distributing incoming mail
- Assisting staff with organizing, archiving and filing
- Assisting with various programs and projects

\* Minimum commitment: 4 months

## How to Apply

Learn more about volunteering at ArtStarts online at <http://artstarts.com/volunteer>

To apply for the volunteer position of Gallery Assistant, please fill out our application form and email it, along with your resumé, to [volunteers@artstarts.com](mailto:volunteers@artstarts.com), or drop them off in person at the ArtStarts Gallery at 808 Richards Street, Vancouver, BC.

Download the application form:

<http://artstarts.com/assets/uploads/documents/volunteer-application-form.pdf>