

# AUDAIN ART MUSEUM

Whistler, British Columbia

## Curatorial Assistant DECEMBER 2017

Become an integral part of the Audain Art Museum, a 56,000 square foot institution in Whistler, British Columbia. The Audain Art Museum provides a home to a permanent collection, which contains 200 works of art including paintings by Emily Carr, E. J. Hughes, historical and contemporary First Nations sculptures and a wide range of contemporary British Columbia art. The Audain Art Museum also contains an exhibition space for revolving special exhibitions.

Position: Curatorial Assistant  
Reporting to: Gail and Stephen A. Jarislawsky Chief Curator  
Hours: 37.5 per week  
Term: Permanent, full-time  
Location: Whistler, British Columbia

Job Summary: This is professional curatorial assistant work performed at the Audain Art Museum. The incumbent assists the chief curator in the development of temporary exhibitions; engages in a variety of research activities; develops, in consultation with the chief curator didactic and interpretive material for exhibitions and publication; maintains curatorial records including databases and assists in the development of public engagement activities. The incumbent exercises considerable independence of judgment and action within established guidelines while unusual and policy matters are referred to a superior who reviews work performance in terms of effective maintenance of exhibitions and the efficiency of services provided.

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### RESPONSIBILITIES

- Assist the chief curator with the development of Audain Art Museum temporary exhibitions;
- Engages in research activities under the direction of a superior; locates, assembles, analyzes, consolidates and presents information on a variety of topics; prepares didactic material for publication;
- Assists with the preparation of temporary and permanent exhibits; prepares installation plans; assists in the placement of art;
- Establishes and maintains effective working relationships with a variety of internal and external contacts; as directed, and attends meetings when required;
- Answers general enquiries regarding the Audain Art Museum's collection;
- Recordkeeping, cataloguing, research, and data entry tasks; records management tasks;
- Develops didactic and interpretive material for exhibitions in consultation with chief curator;
- Travel may be required;
- Other duties as required.

### KNOWLEDGE / SKILLS / ABILITIES

- Working knowledge of art museum methods and techniques, such as those relating to the identification, and cataloguing of art;
- Working knowledge of computerized recordkeeping methods and techniques related to the work performed;
- Working knowledge of the value and significance of art;
- Working knowledge of the principles, methods and techniques applicable to the display of objects;
- Ability to conduct research and to prepare reports, didactics, and related informational material;
- Ability to implement and administer a variety of procedures related to the accession, storage, handling and display of art museum objects;
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the gallery on external committees as required;
- Superior attention to detail;

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- Keyboarding skills and ability to use Word, Excel, Outlook, the Internet, and other computer programs as required;
- Ability to meet deadlines, maintains program and administrative priorities, and adapt to shifting priorities and timelines.

### OTHER REQUIREMENTS

- Valid B.C. Driver's license

### QUALIFICATIONS

- A university degree in Art History, Education, Museum Studies, History, Visual Arts or a related discipline is highly desirable;
- One to two years' experience working in a museum, art gallery or cultural setting desirable.

The successful candidate will be required to complete/provide:

- Recent résumé;
- Cover letter;
- 3 recent work related references;
- Applicants must be able to work in Canada;
- Criminal Records Check will be required by the successful candidate.

Applicants are requested to submit a résumé package including a cover letter describing their qualifications prior to 5:00 pm on **Friday, January, 12, 2018**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

### ALL RESUME PACKAGES MAY BE DIRECTED TO

Darrin Martens, Gail and Stephen A. Jarislowky Chief Curator  
Email: [dmartens@audainartmuseum.com](mailto:dmartens@audainartmuseum.com)  
Subject line: Curatorial Assistant Competition 2018