



## The Arts Council of New Westminster

PO Box 16003  
New Westminster, BC, V3M 6W6  
604-525-3244  
info@artscouncilnewwest.org  
www.artscouncilnewwest.org

### **THE GALLERY AT QUEEN'S PARK** **EXHIBITIONS ASSISTANT**

The **Arts Council of New Westminster (ACNW)** is a non-profit organization dedicated to the visual, literary and performing arts. Its aim is to bring the community together through the Arts. The **ACNW** operates The Gallery at Queen's Park, featuring visual art exhibitions by local, emerging, and established artists, as well as serving as a hub for creatives in New Westminster by hosting a variety of talks, workshops and special events.

The **ACNW** is seeking to fill the volunteer position of **Exhibitions Assistant** to work at The Gallery at Queen's Park and provide support to the Gallery Coordinator and the Executive Director with the implementation of Gallery exhibitions. This is an excellent position for someone who wants to gain experience or develop existing skills in the preparation and installation of visual art exhibitions.

**Responsibilities include** (but are not limited to):

1. Assisting with the installation and take-down of Gallery exhibitions
2. Assisting in the production of labels and didactic material for public display

**Work Schedule:** A commitment of 2 days per month (min. 2-4 hour shifts per day), typically the first Monday and/or Tuesday of each month

#### **Knowledge and Experience**

- Completion of one year of post-secondary education in the Fine Arts an asset
- An interest and/or background in Art Gallery exhibition operations

#### **Key Competencies**

- Excellent communication skills in English - written and verbal
- Attention to detail and accuracy; strong information monitoring skills
- Self-motivated; ability to work independently and as part of a team
- Able to meet deadlines; creative problem solving; flexible and adaptable

#### **Volunteer Benefits**

- Work experience in the preparation/installation of Art Gallery exhibitions
- Valuable contribution to/engagement with the New Westminster Arts community
- Making connections with like-minded individuals; regularly meeting new artists
- Reference letter after 50 hours
- Invitation to an annual volunteer appreciation event
- Much appreciation by the staff of The Arts Council of New Westminster

Submit your application at <http://artscouncilnewwest.org/> and fill out the online form, or email [info@artscouncilnewwest.org](mailto:info@artscouncilnewwest.org)

For more information, please call the Gallery at 604-525-3244.