

# LEIGHTON ART CENTRE

## MUSEUM ASSISTANT - SUMMER TERM

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### THE POSITION

Museum Assistant - Summer Term

### REPORTS TO

Executive Director

### HOURS AND PAY

This is a full-time temporary contract, **May 14, 2019 through August 11, 2019**.

**Hourly wage is \$16.00**; the position is part of the Young Canada Works program.

The position is open to Canadian students aged 16 - 30, registered in the Young Canada Works inventory (<https://young-canada-works.canada.ca>) and who were full-time students in the semester preceding the position and intend to return to full-time studies in the semester following the position.

Work hours will be 40 hours per week: **Wednesday - Sunday 9 am - 5 pm, Thursdays 11 am - 7 pm.**

### THE LEIGHTON ART CENTRE

Situated on 80 acres of magnificent foothills landscape 15 km southwest of Calgary Alberta, the Leighton Art Centre includes a historic home art gallery, museum, gallery shop and education centre. The Leighton Art Centre exists to keep the Leightons' legacy alive by offering opportunities for artists, visitors and students to explore, appreciate, and create.

### POSITION OVERVIEW

Reporting to the Executive Director, the Museum Assistant is an integral member of the Leighton Art Centre Team and is responsible for assisting with several projects involving the museum's collection, records management and exhibitions. The candidate should have a background in museum studies, fine art and/or art history.

The Leighton Art Centre is in a rural location and there is no public transportation. **A reliable vehicle is a must.**

### ROLE AND RESPONSIBILITIES

- The successful candidate will complete collections management projects including inventory of the extensive Leighton Art Centre collection, including condition reports, preventative conservation practices, and maintaining up to date collections database.

- The successful applicant will work on ongoing records management project in accordance with the LAC Records Management Policy. This includes going through boxes of accumulated institutional records, digitizing and archiving relevant information.
- Assist with day-to-day museum operations including opening and closing the Museum, Gallery and Gallery Shop, and occasionally staffing the Gallery Shop.
- Assist with special events including preparations, set up, take down, and staffing exhibition openings and art festivals.
- The successful applicant will be expected to act as team member, assisting with cleaning, answering phones, hosting tours and customer service.
- Special projects may be assigned.

## QUALIFICATIONS AND COMPETENCIES

- The candidate must have a background and interest in Museum Studies, Art History, Fine Art and/or History.
- Proficiency with computers, Microsoft programs & inventory databases.
- Be ready to take initiative and resolve problems.
- Ability to pay close attention to detail and complete repetitive tasks.
- Ability to work cooperatively, as part of a team.
- Possess excellent oral and written communication skills.
- Due to our location, candidate must possess reliable transportation.
- Valid First Aid certification is an asset.

## Applicant must meet the following requirements to be eligible for the Young Canada Works program:

- ✓ Must be registered in the Young Canada Works Inventory at <https://young-canada-works.canada.ca>.
- ✓ You must have been a full-time student in the semesters preceding the YCW job and intend to return to full-time studies the semester following the YCW job.
- ✓ Candidate must be between the ages of 16 and 30.
- ✓ Must be a Canadian student, legally entitled to study and work in Canada.
- ✓ Must be willing to commit to a work assignment of at least 14 weeks.

Interested applicants are invited to submit a cover letter and resumé to Stephanie Doll via email: [stephanied@leightoncentre.org](mailto:stephanied@leightoncentre.org). **Deadline to apply is Friday April 26<sup>th</sup>, 2019.**

We thank all applicants for their interest, however, only candidates considered for an interview will be contacted.