

## **NORVA Centre Studio and Gallery Assistant**

Seasonal 35 hours a week

**To Apply Contact:** Mike Spencer NorVA Manager 204-687-4237

by: Email [norvacentre@gmail.com](mailto:norvacentre@gmail.com) (pdf format) or at NorVA Centre 177 Green Street.

**Employer:** Flin Flon Arts Council

**Location:** Northern Visual Art Centre, 177 Green Street, Flin Flon MB

**Length of employment:** 12 weeks, weekends and some evenings may be necessary.

**Duration:** May 23 - August 18, 2017

**Rate:** \$12.50/hour

### **Description:**

The Studio and Gallery Assistant will work closely with the Manager, Board of directors and resident artists, offering assistance and support for all events and classes at the NORVA Centre. Duties include but are not limited to, engaging the visiting public, offering information and interpretation of artworks, processing sales of artworks, assisting NORVA staff with planning, execution and follow-up of events and programming, updating NORVA website and social networking profiles, cleaning, other duties as assigned by the board and manager.

### **Eligibility:**

This position is funded by the NorVA Centre and the Canada Summer Jobs Program, all applicants should be post-secondary students continuing their studies in the fall.

### **Qualifications:**

- Self motivated
- Team player showing consideration to resident artists
- Strong interpersonal skills
- Effective communication skills both written and oral
- Mathematical numeracy skills
- Attention to detail
- Well organized
- Basic computer skills

Interest and experience with art making, teaching, or museological/curatorial studies are considered assets.

**APPLICATION CLOSING DATE: MAY 10, 2017**