



Northern Visual Arts Centre
 177 Green Street
 Flin Flon Manitoba
 R8A 0G5
 204-687-4237
 norvacentre@gmail.com
 www.norvacentre.com

EMPLOYMENT OPPORTUNITY

NORVA Centre Studio and Gallery Assistant

Seasonal, 35 hours per week

To Apply Contact: Mike Spencer, NorVA Manager, 204-687-4237 or in person.

Employer: Flin Flon Arts Council

Location: NorVA Centre, 177 Green Street, Flin Flon, MB

Length of Employment: 13 weeks

Time: 10:00am - 5:00pm, Tuesday-Saturday, May 21 -August 16, 2019.
 (Some evenings may be necessary)

Rate of pay: \$13.00/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, assisting NorVA staff with planning, execution and follow-up of events and programming, updating the NorVA Website and social networking profiles, cleaning, and other duties as assigned by the board and manager.

Eligibility:

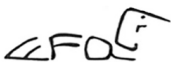
This position is funded by the NorVA Centre and the Canada Summer Jobs Program, applicants should be full-time students during the preceding and following school years.

Qualifications:

- Self motivated
- Team player
- Attention to detail
- Basic computer literacy
- Strong interpersonal skills
- Effective communication both written and oral
- Well organized

Interest and experience in art making, teaching, art history or curatorial studies are considered assets.

APPLICATION CLOSING DATE: MAY 10, 2019



MANITOBA COMMUNITY SERVICES COUNCIL INC.

