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The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

Gallery Curatorial Intern - Community Services Assistant (Young Canada Works Program)

Are you an undergraduate student keen to acquire a range of new skills and gain real-world experience in a contemporary art gallery, museum/archive? Through the **Young Canada Works Program**, the Surrey Art Gallery is offering a 6-week full-time internship for a student interested in learning art collections and archive management/maintenance. Previous experience in museum work is not required, but the candidate must demonstrate skill in data entry and databases. The successful candidate will be a motivated, methodical, articulate self-starter with excellent organizational and communication skills and a passion for collections, catalogues and archives, able to work independently and as part of a team at one of Canada's most vibrant visual arts institutions. The Internship will comprise of a 35 hours a week, Monday-Friday, compensated at \$21.26/hour.

This internship is designed to provide a focused experience of collections and archives management and maintenance practices through work on the Gallery's Permanent Collection, digital Catalogue and photographs. Candidates will need to meet the requirements as outlined in the Young Canada Works program. The successful candidate will demonstrate effective skills in research and produce high quality material. Candidates must be able to communicate effectively both orally and in writing.

In this position you will learn about the Gallery's exhibition archives and permanent collection of artworks, and assist the Curator and Assistant Curator and other Gallery staff producing research on artworks in the collection, reviewing the archive of files on artists and artworks, assist with cataloguing artworks, entering metadata for photographs and assist with some Gallery events. The Curatorial Assistant will also assist in coordinating special initiatives such as preparing related procedures and reports.

To be considered for this position, candidates must have the following:

- Completion of Grade 12 and some post-secondary education from a recognized institution supplemented by 2 years related experience including supervision in cultural work or area of specialty or an equivalent acceptable combination of training and experience
- Emergency First Aid Certificate and CPR Certificate or acceptable equivalent

In addition, candidates must also meet the **Young Canada Works Criteria**:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- **Note:** Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with YCW;
- have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- intend to return to full-time studies in the semester following the YCW job.

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check

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