



**EMPLOYMENT OPPORTUNITY**  
**Gallery Assistant (Special Projects) Internship**

**Duration: 21 weeks**  
**Hours: 35 hours/week**  
**Rate of Pay: \$17/hour**

The Brockville Museum is seeking a Gallery Assistant (Special Projects) (YCW Intern) for a period of 21 weeks starting November 4, 2019 and ending March 27, 2020. This position is being partially funded by Young Canada Works (YCW) Building Careers in Heritage, and as such, the candidate must clearly demonstrate that they meet the eligibility criteria. (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>)

The Gallery Assistant (Special Projects) will provide a supportive role in the museum's development of their 2020 special exhibit "Painting Picnic with Prudence Heward". Specifically, the intern will provide assistance to the Curator/Director to prepare exhibition materials, coordinate previously arranged artwork loans and shipping, promote the exhibit locally and regionally, provide donor relations, install the exhibition, and organize and execute exhibition preview and opening reception events.

The ideal candidate will be a recent graduate (within 24 months as per YCW eligibility requirements) with a diploma or degree in Museum Management, Museum Studies, or a related field with a demonstrated interest and proficiency in gallery work along with some experience handling art in a museum context. A passion for museum work and Canadian art are necessary for this role. The candidate is required to have proficient computer skills and experience working with Microsoft Office programs including Outlook email. Superior communication skills, including good writing skills and phone manners, are essential, as is a pleasant, professional, and diplomatic disposition.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Gallery Assistant (Special Projects)" on/before 4:00 p.m. on Monday, September 16, 2019 to the following:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.