

AHVA UBC

Job Type: UBC Vancouver Work Learn Program

Number of Openings: 1

Job Description

The AHVA Gallery requires (1) Gallery Monitor & Exhibition Assistant for the 2020/2021 academic year to help support a dynamic public exhibition schedule for the Department of Art History, Visual Art and Theory.

The AHVA Gallery is located in the heart of the Audain Art Centre, a vibrant art facility with students and faculty from diverse artistic disciplines. The student will therefore have the opportunity to network, enhance their communication and interpersonal skills, and learn about visual art's function within, and contribution to, the greater arts community. AHVA is committed to cultivating professional practices within the field of visual art and this position provides the student hands-on experience towards those goals.

The Gallery Monitor is a key member of the AHVA Gallery staff. As a Monitor you will welcome and engage visitors at the gallery during regular open hours and at special events, you will be responsible for maintaining the gallery, and monitoring the art exhibits. You will also assist the Gallery Team with exhibition preparations, installation and public event support. These duties will pivot to online/remote engagement with virtual visitors and exhibitions in the event of limited gallery access respecting public health guidance.

Duties and Responsibilities include:

- Basic front desk duties (welcoming visitors, answering phone calls, directing inquiries, basic paper work, responding to email requests).
- Maintaining general security for exhibitions in a public space.
- Supporting exhibition installation – using basic hand tools, wall patch, fasteners and paint.
- Assisting artists, curators and organizers with art exhibit preparations and related details.
- Handling, assembling and installing art work, various displays, lighting and supports.
- Coordinating AV and supporting equipment pick up, set up and return.
- Assisting with public event details and hosting.
- Regular cleaning of high touch services based on current public health guidance.
- Other duties as required.
- Some evening and weekend shifts may be required.

Expected Level of Complexity with duties and tasks:

Assistants can expect a basic level of task complexity with daily front desk and exhibition monitoring operations primarily focused around basic customer service support in a public setting. Tasks will increase in complexity around installation periods where the supervisor and organizers will be present to assist and guide the gallery team through the more specialized processes and problem-solving scenarios, as required. Remote work tasks will focus on supporting the Gallery team with online, virtual or other forms of exhibition coordination.

Supervision Received:

The Assistant will work under the direct supervision of and receive training from the Studio, Safety, & Facilities Advisor and Gallery Coordinator. Installation periods, complex tasks, team activities and Gallery events will be supervised by the Coordinator.

In addition to working with the Gallery Coordinator during set up periods, assistants will be scheduled for daily gallery monitoring shifts (if current health advice permits) during which they will operate under minimal supervision, with regular scheduled supervisor check-ins during their shift.

How this Position Supports the Goals of the Unit:

These positions directly support the unit's goals to foster a professional dialogue between, students, visitors, faculty and artists who interact in the academic art gallery environment. The AHVA Gallery is intended to showcase the units' activities and to engage and enrich our community on the UBC campus. The aim for these positions is to provide an opportunity for students to gain entry level experience with supporting and maintaining a successful academic art gallery program.

An appropriate and successful candidate will:

- Be an undergraduate or graduate level student, eligible for the UBC Work Learn Program with specific interests in the visual arts, art history, gallery operations and communication design as to be a great fit for the position.
- Have the ability to create and present creative ideas, have excellent communication skills, customer service skills and be comfortable working collaboratively with various levels of stakeholders. This is a very people oriented opportunity.
- Be deadline and detail oriented, be able to organize information and to be able to receive constructive feedback.
- Be enthusiastic about working in a dynamic team environment but will also be very self-motivated.
- Have some previous experience with supporting public events (Serving it Right certification is desirable).
- Under normal operations, the gallery has (5) regularly scheduled shifts per week with open hours Monday – Friday, 12 – 5 PM. These opening hours may be affected by current public health guidance; in such a scenario work will pivot to remote tasks that may include supporting virtual exhibitions and other gallery planning. Each shift is (5) hours. Students will be available to accommodate the shift times and will be expected to work 1 or 2 shifts per week. Remote work tasks will focus on supporting the Gallery team with online, virtual or other forms of exhibition coordination.

Faculty/VP: Faculty of Arts

UBC Department: Art History, Visual Art & Theory

Student Learning Components (UBC Vancouver Work Study/Work Learn program)

Orientation and Training Opportunities:

The student will receive extensive orientation to the gallery facility, its protocols, outlines of procedures and worker safety. The student will participate in Gallery Team learning sessions with the Coordinator and will have the opportunity to work with other professionals in the department to specifically learn about:

- A safe and respectful working environment at UBC: Toward a Respectful Workplace – Preventing and Addressing Workplace Bullying & Harassment.
- The role of a professional academic art gallery on campus and its daily operations.
- Gallery Attendant duties and professional conduct.
- Exhibit preparation, installation, and de-installation. (Safe tool handling, presentation ready finishing)
- Lighting and display considerations.
- Art handling and basic conservation considerations.
- Photo documentation techniques.
- Function/Event considerations and support (planning, hospitality, security)

Feedback and On-Going Support:

The student will receive regular feedback through regular, weekly check-ins with supervisor during individual shifts.

Gallery Team Meetings will occur once a month/exhibition period for event planning purposes and as an opportunity to reflect on overall gallery functionality, review challenges and to celebrate team successes.

Mentorship Opportunities:

The gallery environment provides ongoing opportunities for students and professionals to share their skills and experiences with each other. Students are fostered to mentor each other, share their learning experience and skills with exhibiting participants, organizers and more seasoned professionals with each new exhibition installation. In addition, students will have the opportunity to directly mentor other students in the senior level of the studio program through a series of outreach workshops the gallery will hold during the year on the topic of preparing an exhibition space. The gallery team will prepare to host these sessions.

Self-Reflection:

A formal 1 on 1 review of experiences with the gallery coordinator will be conducted once per semester to encourage self-reflection. (late October and late February) An exit interview will also be conducted to review the over-all experience.

Students will develop personal and professional skills in:

- Independent and team orientated work.
- Organizational, time management and goal setting.
- Communication in a professional and public setting.
- Collaboration and networking with others.
- Critical and analytical thinking and exchange.
- Problem solving and constructive resolutions.
- Planning and coordination.
- Community engagement.

A Complement to Classroom Learning:

The student's experience in the gallery is a complement to the classroom whereas the gallery is a learning space that presents new ideas and current research in the field of visual art for broader analysis to a range of viewers. Students are directly exposed to the concepts presented in the classroom as these are realized in the gallery setting with active exchange between the department, the academic community and the public.

Students will develop specific workplace skills for a Gallery Environment with:

- Direct exposure to exhibition planning and curatorial considerations and strategies.
- Experience in all aspects of exhibition preparation, installation, maintenance and documentation.
- Tool, equipment and material handling skills.
- Art object handling and display techniques for a wide range of media.
- Exhibition lighting set up.
- Special public event support.

Students will greatly expand their Network:

Students will have excellent and ongoing opportunities to expand their network. The gallery supports emerging and established professionals (Students, Alumni, Faculty, Artists, Historians and Curators) by bringing them together in one environment and promoting new research in the field. Every exhibition provides excellent networking opportunities in a purpose built setting, fostering a collaborative exchange between students and professionals.

Hours Per Week: 10

Salary / Wage: 18.04

Preferred Degrees/Disciplines: Arts/Social Sciences

Additional Documents (preferred): Cover Letter, Class Schedule

Anticipated Start Date: September 1, 2020

Experience Level: Current Students in an Undergraduate Program, Current Students in a Masters Program, Current Students in a Phd Program

ID: 880131

Supervisor: Jeremy Jaud

Organization Type: UBC Faculty, Department, Unit or Student Group

SYDNEY DUNN

3001 West 8th Ave. Vancouver, BC, V6K 2C2 250.801.6096 sydney.dunn@alumni.ubc.ca

August 12th, 2020

Jeremy Jaud, Studios, Facilities, and Safety Advisor
Department of Art History, Visual Art & Theory
6398 University Blvd.
Vancouver, BC, V6T 1Z4
jeremy.jaud@ubc.ca

Dear Jeremy,

Please accept this letter and my attached resume as application for the Gallery Monitor and Exhibition Assistant Work Learn position at the AHVA Gallery. This opportunity resonates with my previous work experience and future career goals.

Last summer I had the privilege of working as the Education and Programming assistant with the Kelowna Museums Society. In this position I helped to research, plan, and facilitate weekly family drop in programs and other events throughout the community. With these programs I gained experience engaging the public in a museum and gallery setting. Additionally, I assisted in creating promotional content for these events and programs including social media posts and leading walking tours. This position was an excellent opportunity to continue building the skills I developed as the Summer Program Coordinator at the Summerland Museum and Archives.

While completing my second year at the University of British Columbia, I worked as a Residence Advisor to build and support community for first year students. This summer I was able to continue using these skills while navigating the challenges that Covid-19 has brought to event planning. Working both with a team and independently, I planned programs and events catered to student needs while encouraging engagement in the greater UBC community. This included supporting students directly in finding resources for their success.

I believe that my previous experience and personal interest makes me an excellent candidate for the Gallery Monitor and Exhibition Assistant position and I am very excited about the opportunities the AHVA Gallery has to offer. I would greatly appreciate the chance to further discuss the position at your convenience and can be reached by e-mail at sydney.dunn@alumni.ubc.ca or by phone at 250.801.6096. Thank you for your time and consideration.

Sincerely,

Sydney Dunn

SYDNEY DUNN

3001 West 8th Ave. Vancouver, BC, V6K 2C2 250.801.6096 sydney.dunn@alumni.ubc.ca

Objective

To continue gaining experience and developing connections in my field of study while fostering engagement between communities and gallery spaces.

Work Experience

Education and Programming Assistant, Kelowna Museums Society

June - August 2019

Helped to plan, promote, and deliver family friendly programmes. Lead public walking tours for visitors of all ages. Lead walking tours and attended local festivals and events with relevant and educational programming to encourage community engagement.

Residence Advisor, Student Housing and Hospitality Services, UBC

May - August 2020

August 2018 - April 2019

Facilitated a positive university experience for residents through programmes designed to support self-discovery, building healthy communities, and life-long learning. Connected students to resources and events on campus to encourage involvement in the greater UBC community.

Summer Programme Coordinator, Summerland Museum and Archives

June - August 2018

Planned, organized, and lead weekly history programmes for children. Initiated the first series of public summer drop-in programmes. Assisted with archival duties and research requests. Supported day-to-day operations by performing docent duties.

Volunteer Experience

Volunteer, UBC Board Policy Review Committee, Office of the University Counsel

September 2019 - March 2020

Served as a student representative on the Policy Review Committee during the development of the Policy SC18: Retaliation Policy. Responsible for reading, suggesting edits, and attending regular committee meetings.

Volunteer, Hatch Art Gallery

September - December 2019

Volunteered as a Gallery Attendant to welcome guests to the gallery and answer any questions regarding exhibitions. Also assisted during the installation of works from the permanent collection and attended the public Art Prep 101 workshop.

EDUCATION

University of British Columbia – Art History, 4th Year

Student in UBC Sauder School of Business combined Bachelor of Arts + Master of Management program completing a major in Art History. Taking a variety of courses in Art History, Visual Arts, and Commerce. Participated in a Go Global Exchange experience in Barcelona Spain during term 2 of the 2019/2020 academic year.

SKILLS

Organized with a keen attention to detail. A friendly and positive attitude with an interest in learning. Bilingual in both French and English and competent in basic Spanish. Current Standard First Aid and Serving It Right certification.

Sydney Dunn
3001 West 8th Ave.
Vancouver, BC, V6K 2C2
250-801-6096
sydney.dunn@alumni.ubc.ca

August 12th, 2020

Christopher Butt, Finance and Operations Manager
Kelowna Museums Society
1424 Ellis Street
Kelowna, BC, V1Y 2A5

Dear Chris,

I hope this finds you well in these uncertain and challenging times. I am currently applying for a work learn position as a Gallery Monitor and Exhibitions Assistant with UBC's Art History, Visual Art, & Theory department. This position would be an excellent opportunity for me to use many of the skills I developed while with Kelowna Museums and I would like your permission to list you as a reference on my application.

My time as an Education and Programming Assistant with the Kelowna Museums Society was incredibly valuable professional experience for me and I always appreciated your support of my ambitions. I trust that you could speak to my qualifications and experience as it relates to the Gallery Monitor and Exhibitions Assistant role.

Should you wish to discuss this request further I can be reached by email at sydney.dunn@alumni.ubc.ca. Enclosed below is a copy of my resume for your reference and I am happy to provide you with any additional information you may require. Thank you very much for your time and continued support.

Sincerely,

Sydney Dunn

Sydney Dunn
3001 West 8th Ave.
Vancouver, BC, V6K 2C2
250-801-6096
sydney.dunn@alumni.ubc.ca

August 12th, 2020

Holly Dysserinck, Residence Life Manager
UBC Student Housing and Community Services
5960 Student Union Boulevard
Vancouver, BC, V6T 1Z1

Dear Holly,

I hope this finds you well in these uncertain and challenging times. I am currently applying for a work learn position as a Gallery Monitor and Exhibitions Assistant with UBC's Art History, Visual Art, & Theory department. This position would be an excellent opportunity for me to use many of the skills I developed while working as a Residence Advisor and I would like your permission to list you as a reference on my application.

My time as a Residence Advisor, particularly during these recent unprecedented circumstances, has been a valuable learning experience for me. This position has allowed me to greatly develop my communication and problem-solving skills and these are traits I trust you could speak to

Should you wish to discuss this request further I can be reached by email at sydney.dunn@alumni.ubc.ca. Enclosed below is a copy of my resume for your reference and I am happy to provide you with any additional information you may require. Thank you very much for your time and continued support.

Sincerely,

Sydney Dunn

Sydney Dunn
3001 West 8th Ave.
Vancouver, BC, V6K 2C2
250-801-6096
sydney.dunn@alumni.ubc.ca

August 12th, 2020

Andrew McKee, Owner
Great Dane Coffee
6011 Walter Gage Road
Vancouver, BC, V6T 0B4

Dear Andrew,

I hope this finds you well in these uncertain and challenging times. I am currently applying for a work learn position as a Gallery Monitor and Exhibitions Assistant with UBC's Art History, Visual Art, & Theory department. This position would be an excellent opportunity for me to use many of the skills I developed while working as a Residence Advisor and I would like your permission to list you as a reference on my application.

My time at Great Dane Coffee has allowed me to continue to develop my customer service and problem-solving skills which I have found incredibly useful in both my personal and professional experiences. These are skills that I recognize will be useful in the Gallery Monitor and Exhibition Assistant role and I trust you could speak well to my experience.

Should you wish to discuss this request further I can be reached by email at sydney.dunn@alumni.ubc.ca. Enclosed below is a copy of my resume for your reference and I am happy to provide you with any additional information you may require. Thank you very much for your time and continued support.

Sincerely,

Sydney Dunn