



## Permanent Collections Assistant Internship

The Mann Art Gallery in Prince Albert, SK is seeking a motivated Permanent Collections Intern to assist with the preservation and acquisition of information related to the Permanent Collection. The candidate will work under the supervision of the Registrar/Preparator to develop and implement an archive system for the gallery. They will also design a project focused on intangible cultural heritage and Indigenous artworks within the Collection, and write grant applications to support this project. The candidate will assist with preparatory and fundraising duties during the term of the internship and as such, must be able to lift 20 lbs. The individual will be detail-oriented, organized, have strong communication skills, possess a valid SK driver's license, and have graduated within 24 months from a post-secondary institution. Photography, film, archival, experience working with collections of art, and knowledge of Saskatchewan art history are assets. It is also desirable if the candidate speaks French, Cree, or Dene.

The position begins on Monday September 10<sup>th</sup> 2018 and ends on March 15<sup>th</sup> 2019. The work week is 35 hours, Monday through Friday, with the ability to negotiate flexibility. Some evening and weekend work is required. A banked overtime system is in place. The Permanent Collections Assistant reports directly to the Registrar/Preparator and indirectly to the Director/Curator.

**Wage: \$16.00/hour**

### **DUTIES:**

The successful candidate will:

1. Design a project with achievable objectives and budget focused on Indigenous content and intangible cultural heritage within the Mann Art Gallery's Permanent Collection, to potentially occur in 2019.
2. Write at least two grant applications (Virtual Museums Investments Program; Digital Strategy Fund) to support of the project as noted above.
3. Research art archives and network with professional archivists to plan the creation of an archive at the Mann Art Gallery.
4. Create an archive compatible with Past Perfect Museum software and present to gallery staff information about the archive's purpose, uses, and maintenance.
5. Participate in the planning and execution of the gallery's annual Wolf Back A Beer fundraiser.
6. Assist with the installation and striking of exhibitions, specifically the 43<sup>rd</sup> Annual Winter Festival Art Show & Sale.



7. Interact with community members and artists, explore the cultural heritage present in our community, and visit nearby cultural sites.
8. Answer inquiries from local visitors, gallery members, curators, writers, and researchers about artworks in the Permanent Collection and/or archive.
9. Assist with other Permanent Collection and exhibition programming duties as assigned. This may include assisting with conservation, transportation, photographing, condition reporting, safe art handling, storage, registration, and cataloguing of artwork in the Permanent Collection.

## QUALIFICATIONS:

The candidate will have graduated with (at minimum) a bachelor's degree in the past 24 months, preferably in the field of Studio Art, Arts Administration, Art History, Museum Studies, or Archival Studies. They must be between the ages of 16 and 30. This position is well-suited for candidates who wish to pursue further academic, curatorial, or collections work. Experience with PC platform, Microsoft Office, and Adobe programs is preferred. Attention to detail and a high level of organizational skill is required for this position. Experience with video, photography, sound recording, and museum or gallery related-work is an asset. Knowledge of Canadian art and art historical terms is essential. The candidate will also be able to work some evenings and weekends, be able to lift 20 lbs, and possess a valid SK driver's license.

This internship is funded by Young Canada Works. As such, the successful candidate must:

- Be a Canadian citizen, permanent resident, or have refugee status in Canada. Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of employment;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours a week) while employed with YCW;
- Be unemployed or underemployed college or university graduate, that is, not employed full-time;
- Be a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- Not be receiving Employment Insurance (EI) benefits while employed with YCW;
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.



**TO APPLY:**

Submit a Cover Letter, Curriculum Vitae, and list of 3 professional references with contact information to the Mann Art Gallery. All three parts are required; incomplete applications will not be considered.

**Application Deadline: Monday August 13<sup>th</sup>, 5:00 PM CST. Applications are accepted via mail or email.**

Mail applications to:

The Mann Art Gallery  
142 – 12<sup>th</sup> Street West  
Prince Albert, SK S6V 3B5

Email applications to: [registrar@mannartgallery.ca](mailto:registrar@mannartgallery.ca)