

Institution: Foreman Art Gallery  
Location: Lennoxville, QC  
Anticipated Start Date of the Position: May 6 2019  
Anticipated End Date of the Position: August 23, 2019  
Closing Date of the Posting: April 22, 2019  
Contact Details: Gentiane Bélanger, Director/Curator  
Email: [gentiane.belanger@ubishops.ca](mailto:gentiane.belanger@ubishops.ca)  
Web link to institution: [www.foreman.ubishops.ca](http://www.foreman.ubishops.ca)  
Salary: \$12.00/hr

The Foreman Art Gallery of Bishop's University would like to create a temporary position for a Curatorial Assistant. This entry-level position is ideal for student enrolled in university program in Fine Arts, Art History, Arts Administration and/or Museum Studies, with an interest or experience in cultural management/development.

In his/her tasks the bilingual Curatorial Assistant will concentrate on administrative tasks and will work mostly on the exhibition project Connections, as well as the maintenance of the gallery's website and assume responsibilities related to exhibition coordination, public relations and some outreach activities. By working closely with the Foreman Art Gallery Director/Curator and with the different professional artists that present their works in our Gallery a university student or recent graduate will surely gain invaluable experience.

**Candidate Profile:**

- Education Required: Some university education in Fine Arts, Arts Administration, Art History or Museum Studies, with an interest or experience in cultural management/development;
- Special Skills or Knowledge Required: Accomplished language competence in English and French, written and spoken;
- Personal attributes: Excellent organizational skills, ability to work well within a team, maturity, commitment, and a good work ethic;

**To be eligible for this position, the candidate must:**

- Be a Canadian Citizen, permanent resident or have refugee status
- Be legally entitled to work in Canada
- Be between 16 and 30 years of age at the start of employment
- Be a full time post-secondary student who intends to return to school
- Be registered in the Young Canada Works candidate inventory

**Note that the position and dates of employment are subject to approval of funding from Young Canada Works.**

Please email your resume and cover letter by April 22, 2019 to [gentiane.belanger@ubishops.ca](mailto:gentiane.belanger@ubishops.ca) with "Curatorial Assistant" in the subject line of the email.

The Foreman Art Gallery thanks all applicants. Only candidates considered for an interview will be contacted.

As an employer committed to the principle of equal access to employment, we encourage all qualified candidates to apply.