Collections Assistant (Summer Student)
Bill Reid Gallery of Northwest Coast Art
639 Hornby Street, Vancouver BC
604.682.3455

Period of employment: May 19 - August 8, 2020 (12 weeks)
Hours: 9:30 am – 5pm Monday to Friday (7 hours per day with 1/2-hour lunch)
Salary: $15.00 per hour

The mandate of the Bill Reid Gallery of Northwest Coast Art (BRG) is to reveal the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and inspirational contemporary art. We respectfully acknowledge the Squamish, Musqueam and Tsleil-Waututh Peoples on whose traditional territories we live and work, and all the First Nations of the Pacific Coast.

Job description:
In 2020, the Bill Reid Gallery is excited to celebrate the 100th anniversary of the birth of Bill Reid, and the 20th anniversary since the creation of the Bill Reid Foundation, which oversees the operations of the gallery. In keeping with this time of reflection, the Collections Assistant will catalogue two important archival collections related to the history of the organization. The collections include research, photographs, writing, clippings, and ephemera related to Bill Reid, the Bill Reid Gallery and some of its early initiatives. The collections will be added to our online searchable database (billreidgallery.pastperfectonline.com/)

Bill Reid (1920-1998) was an acclaimed master goldsmith, carver, sculptor, writer, broadcaster, mentor and community activist. Reid was born in Victoria, BC to a Haida mother and an American father with Scottish German roots, and only began exploring his Haida ancestry at the age of 23. He went on to become one of the most famous and influential Indigenous artists in Canada. He also gained an international reputation through his work in the US and France.

This will be a great opportunity for an archival studies student to gain hands on experience in a small non-profit setting. They will receive a concise work experience in a cultural arts organization, training in arts administration, and a chance to learn more about the life and career of Bill Reid. The student will also have the opportunity to participate in some other museum outreach activities, such as National Indigenous Peoples’ Day and community events. The Collections Assistant must be organized and detailed oriented and will perform other related duties as required.

Skills required:
- Student in the field of library and archival studies, Indigenous studies, museum studies, or curatorial studies;
- Must be a current student between the ages of 16 and 30 and intend to return to your studies in the fall;
- Indigenous students are strongly encouraged to apply;
- Good level of computer literacy including spreadsheets, database software, email;
- Familiarity with the Rules of Archival Description is an asset;
- Fluent in English, Indigenous language would be an asset;
- Knowledge of Northwest Coast art and Indigenous cultural history an asset; and
- Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

Applications:
Please forward applications with cover letter and resume by email to:
Beth Carter, Curator
bcarter@billreidgallery.ca
Applications will be accepted until April 21, 2020.

POSITION IS DEPENDENT ON GRANT FUNDING
We thank all applicants for their interest;
However, only those selected for an interview will be contacted.