

510 FORT STREET, 2ND FLOOR
VICTORIA, BC V8W 1E6
250.383.8833
openspace@openspace.ca
www.openspace.ca
Charitable #11906 8815 RR 0001

Program Intern Job Description

Job title: Program Intern

Work week: 30 hours per week, Tuesday-Saturday 10:30am-5pm, flexible

Wage: \$18/hour

Work term: June 9 – September 25, 2020

Deadline: 12:00pm, June 2 (interviews to take place June 4-5)

About Open Space:

Open Space is a non-profit artist-run centre located on unceded Lekwungen territory in Victoria, BC. Since its founding in 1972, Open Space has worked to support artistic practices in many contemporary arts disciplines, including visual art, performance art, media arts, music and sound, and literary arts. In collaborating with artists to realize bold and exciting contemporary art projects, Open Space seeks to gather community and foster critical discussion.

Job description:

The Program Intern's primary role will be to shadow and assist other members of the staff at Open Space. These duties include

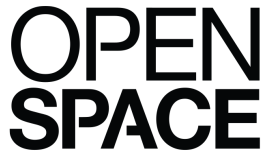
- **arts administration** (30%): file management, data entry, and financial management;
- **communications** (30%): social media, website management, graphic design, promotion, marketing, and documentation; and
- **presentation assistance** (15%): developing publications, facilitating digital performances and programs.
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The Program Intern will also be invited to develop and present an **independent project** (25%) slated for August 2020. They will work with staff to propose an idea, prepare a project plan, develop a project budget, realize and present the project, and evaluate the outcomes. This diversity of tasks encourages a flexible and adaptable work ethic, and imparts a broad range of transferrable and non-transferrable skills applicable to everyday artist-run centre operations.

Please note this job is pending funding. If funding is not approved, we will notify applicants ASAP.

COVID-19 Response:

At the time this job call is being written, Open Space is not open to the public and staff are still determining how we will return to the office. In the meantime, we are finding new and creative ways to work with artists and present programming. Work for the Program Intern position may take place remotely as well as at the gallery, depending on how the situation develops, and on the needs of the successful candidate. For the foreseeable future, the delivery of in-gallery programs will be limited and account for social distancing recommendations in response to COVID-19. While we are adapting much of our work to take place at a distance, we are also imagining ways we can facilitate in-person meetings while adhering to the safest practices available. For this reason, we are still intending to hire locally. We are able to provide technology and supports to enable working from home.



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Qualifications:

The Program Intern has a background in humanities, fine arts, art history, curatorial studies, critical studies, interdisciplinary or museum studies, gender studies, or writing. This position requires excellent computer skills (Mac operating system, Microsoft Office, Adobe Creative Suites, newsletter platforms), along with strong writing and communication skills. We are looking for someone who can meet organizational deadlines and who thrives on both independent and collaborative work. We value a sense of responsibility, reliability, and active participation.

We are interested in keen, motivated individuals who are interested in expanding their skill sets in multiple disciplines, learning on the job, and getting deeply engaged in the arts community of Victoria. The successful applicant will demonstrate knowledge and interest in the contemporary arts.

This position is funded by Canada Summer Jobs. To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit your application by email to Administrator Paolino Caputo, office@openspace.ca, with “Program Intern” in the email subject. Your application should include:

1. A one page cover letter addressed to Raj Sen, Executive Director
2. A current resume or CV

Applications are accepted from all qualified applicants. We particularly encourage women, LGBTQ2S+ folks, Indigenous folks, people of colour, and persons with disabilities to apply. Please note that Open Space is not wheelchair accessible, and is accessed by a flight of 23 stairs; for more detailed accessibility info, please contact office@openspace.ca