

**Curatorial Skills Development Internship –  
Centre A, Vancouver International Centre for Contemporary Asian Art**

**About Centre A**

Founded in 1999, **Centre A** is Canada's only public gallery devoted to contemporary Asian and Asian diasporic art. We are located in Vancouver's Chinatown on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh nations. As we work to confront mainstream narratives and the challenges of colonialism and marginalization, both locally and globally, we also strive to hold space for mutual understanding and fostering community. As a centre for conversation, critical inquiry, and artistic experimentation, we bring together artists, curators, and other cultural producers from the Greater Vancouver area, across Canada, Asia, and around the world.

**About the Curatorial Skills Development Internship**

Now entering its sixth year, Centre A's **Curatorial Skills Development Internship** program offers emerging curators the opportunity to curate an exhibition at Centre A from conception to realization, and learn the process required to organize a show as an "Exhibitions Intern." The successful candidate will be mentored by various Centre A staff as they take on the many tasks and responsibilities involved in exhibition making, both pragmatic and conceptual. They will also participate in the daily gallery operations required to run and maintain the gallery and show.

Over the course of seven months, Centre A staff will mentor and support the Exhibitions Intern, accompanying them to exhibitions and studio visits, and assisting them in communications with artists. The Exhibitions Intern will also receive guidance in organizing the logistics of developing an exhibition, including: budgeting, fabrication, communications and promotion, and developing a curatorial text. Through this process, the Exhibitions Intern will gain the skills, experience, and confidence necessary to further their curatorial ambitions and develop a curatorial method and voice of their own.

**Eligibility**

The Curatorial Skills Development Internship position is intended for:

- Recent graduates
- 3rd or 4th year undergraduate students
- Graduate students
- Doctoral students

... whose studies are related to art history, visual art, design, liberal arts, humanities, and/or curatorial studies.

**Note:** Applicants must be eligible to work in Canada and may be asked to provide valid documents to prove eligibility

## **Learning Objectives**

Centre A's Curatorial Skills Development Internship was established with the intention of providing young and emerging artists and curators with experiences and opportunities outside of the classroom setting.

Centre A will provide the intern with the opportunity to develop their artistic, curatorial, and academic practices, equipping them with skills and hands-on experience within an established non-profit public gallery.

Within the context of daily gallery operations and exhibition making, the intern will learn to balance diverse roles and tasks in a stimulating, supportive, and professional environment. By the end of the placement term, the intern will gain experience engaging an audience in a community and neighbourhood rich in educational, economic, and cultural diversity, and be capable of taking on independent curatorial, logistic, and administrative work.

### **Length of Internship:**

24 hours/week for 30 weeks

February – August 2019

### **Compensation:**

\$12.65 CAD/hour

### **The Exhibitions Intern will be responsible for the following tasks:**

- Gallery and exhibition maintenance
- Visitor engagement and management
- Exhibitions-related office administration
- Researching and writing exhibition-related texts
- Coordinating logistics related to the exhibition. For example, install schedules and work plans, artist correspondence, installation and preparatory jobs (e.g. wall painting, lifting and positioning artworks, framing, lighting, documentation, deinstallation, packing and shipping)
- Facilitating events and public programs, such as talks, screenings, exhibition openings, or fundraising events
- Designing print and digital materials related to the exhibition
- Website and social media updates

The Exhibitions Intern may also be invited to participate in artist meetings and/or studio visits. As well, the intern will be given the opportunity to curate **Centre A's Annual Recent Graduates Exhibition**, opening June/July 2019.

### **Qualifications:**

- Self-motivated, detail-oriented, highly organized, and able to work both independently and with others
- Strong interpersonal, written, and oral communication skills
- Capacity to problem solve and take ownership of tasks
- Strong time management, project management, and multi-tasking skills
- Ability to stay focused in high-pressure and fast-paced situations

- Interest in engaging with the local arts community, Chinatown neighbourhood, and the general public
- Demonstrable interest in the multitude of tasks required in gallery operations and exhibition making (research, production, preparation, execution, and deinstallation)
- Familiarity with social media platforms (Facebook, Twitter, Instagram). Experience beyond personal use with social media platforms is an asset.
- Basic skills in Google Suite (Google Docs, Sheets, Slides) and Microsoft Office Suite (Word, Excel, Powerpoint) is required
- Basic skills in Adobe Suite (Photoshop, InDesign) and design experience is an asset
- Photography and videography skills are an asset
- Knowledge of languages other than English, particularly Asian languages, is a strong asset

If you have any combination of these skills, we encourage you to apply.

**Please Note: This position may involve the use of hand tools, power tools, ladders, and moving or lifting of large and/or heavy objects.**

Centre A is committed to fostering diversity within the arts. If you identify as a person with a disability or if you have questions about accessibility, please contact Asia Jong at [info@centrea.org](mailto:info@centrea.org) directly for more information, and we would be happy to discuss possible accommodations.

### **How to apply**

To apply, please provide:

- a letter of intent
- a CV containing both work experience and exhibition history
- a writing sample and/or a short statement on your artistic and curatorial interests
- a sample of graphic design work (optional), and
- two letters of reference from professors or previous/current employers

Please email the application package as a single PDF document to Asia Jong at [info@centrea.org](mailto:info@centrea.org) by November 30, 2018 11:59 PST. **Applications without reference letters will be considered incomplete.**

We acknowledge the time and effort each application takes; however, only shortlisted candidates will be contacted. If you have any questions, please forward them to Asia Jong at [info@centrea.org](mailto:info@centrea.org).

Centre A is committed to providing equal employment opportunities. We do not discriminate on the basis of race, religion, gender identity, ability, or sexual orientation, and actively ensure that our workplace is inclusive and safe.