

**Morris and Helen Belkin Art Gallery**  
**Position: Collections Assistant, Summer 2023**

The Collections Assistant position is a temporary 16-week student employment appointment at the Morris and Helen Belkin Art Gallery (Belkin) at The University of British Columbia (UBC), from May 8 to August 25, 2023. This position is full time at 35 hours per week.

The Morris and Helen Belkin Art Gallery is mandated to promote understanding and discussion of contemporary art and contemporary issues in art history, criticism and curating. Our mandate is realized through research, exhibitions, acquisitions, publishing, education, and public and academic programs in the field of contemporary art with a focus on our region within a national and international context. Our objective is to demonstrate that the practice of contemporary art is itself a form of research that produces knowledge. The Belkin Gallery maintains and manages the University of British Columbia's growing art collection of over 5,000 objects, including the Outdoor Art Collection, and an archives of over 30,000 items. Works from the permanent collection and archives, with an emphasis on recent acquisitions, are exhibited on an annual basis and are also used by a wide variety of users and other institutions for research and loans.

The Collections Assistant's objectives are to perform a variety of archival, collections management, and registration duties that will assist the Belkin in managing and increasing access to the Gallery's archives and artwork collections. These duties may include: processing archival fonds through arrangement and description; assisting with the organization of the archives and permanent collections storage spaces to improve access and efficiency; assisting with location tracking and movement of objects during an upcoming storage renovation and expansion project; assisting with drafting an Emergency Response Plan for the collections and participating in related professional development activities; inputting technical metadata and carrying out digital preservation initiatives; processing new acquisitions into the artwork collection and archives; assisting with sorting and uploading images to the database; assisting with loans, travelling exhibitions and condition reporting archival material and artworks; identifying and packing artworks for shipment to the Gallery's offsite storage space; reviewing and updating information in the collection database; processing the Gallery's exhibition files which are generated from all departments; locating and seeking permission from copyright holders (such as artists, estates or copyright management societies); assisting with the records management of the Gallery's image reproduction files; completing data entry and preparing metadata to be released on the Belkin Gallery's website as part of the initiative designed to make the permanent collection and archive accessible online to researchers, students, and the general public. The position will perform other gallery duties as necessary such as providing information to the public, attending the front desk and monitoring the gallery.

**Required Skills:** Graduate level student enrolled in a Master of Archival Studies program or equivalent Information Studies degree with a demonstrated interest in working in the arts or cultural fields. Has the following skills: attention to detail; exceptional oral and written communication skills; advanced research skills; experience using MS Office, databases, email, and the internet; ability to work independently and in a team environment; adapt to a variety of work scenarios; exercises initiative and judgement; capable time management skills to meet deadlines and work under pressure; ability to exercise discretion, sensitivity and confidentiality; and comfortable working with tools and ladders and able to lift 30lbs.

**Preferred Skills:** Experience working in an art gallery and handling cultural objects; knowledge of contemporary art; and experience using CollectiveAccess and Adobe Creative Suite is an asset.

Wage: \$22.00 per hour

Priority deadline for applications is Monday, March 27, 2023, 9:00 am (depending on funding notification).

To apply please email a cover letter and resume to the attention of:

Anna Tidlund, Archivist  
Morris and Helen Belkin Art Gallery  
The University of British Columbia  
1825 Main Mall  
Vancouver, BC V6T 1Z2  
Email: [anna.tidlund@ubc.ca](mailto:anna.tidlund@ubc.ca)

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

The Collections Assistant position is dependent on funding from the Canadian Heritage Young Canada Works program. Please note that in accordance with program eligibility criteria, applicants must be 30 years of age or younger at the start of employment, have been a full-time student in the semester preceding and intend to return to full-time studies in the semester following employment, be legally entitled to work in Canada, be a Canadian citizen, permanent resident, or have been granted refugee status in Canada, and not have another full-time job while employed.