

Burnaby Art Gallery – Arts Alive 2020 Career Program Application Form



Applications due: Friday, February 14, 2020

Student Name: _____ Grade: _____

Email (*one you check often*): _____ Telephone: _____

Career Advisor: _____ School: _____

Please tick the program(s) you are applying for below. See placement descriptions for further details.
Notes: Do not tick a program if you are not able to commit to all dates required for that program. If you wish to apply to an additional program later, you can send in a new application package.

- Jurying and Photo Documentation
- Records and Labels Management
- Virtual Exhibit Creation

Please write your preferences to help us with placements:

Have you applied for / participated in work experience at Burnaby Art Gallery before? If so, what program?

Your Skills and Experience

Applicants: Please describe your experience with art history, visual art courses or organizing artwork displays.

Applicants: Please describe your experience with any of the following: traditional or digital photography, image manipulation programs such as Adobe Photoshop or any web development experience.

Please attach the following supporting materials:

- Cover letter explaining **a)** why you would be suitable for the position(s) you are applying for and **b)** any related skills you have that would be useful for the position (s). Please be specific.
- Resume

Send applications to:

Jennifer Chernecki, Fine Arts Leader

Mail or In person: Burnaby Art Gallery, 6344 Deer Lake Ave, Burnaby, BC V5G 2J3

Email: Jennifer.chernecki@burnaby.ca | fax: 604.205.7339 | phone: 604-297-4413

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Placement Position Descriptions

Arts Alive: Jurying and Photo Documentation

Description: This position exposes students to the process of building a selection based exhibition. Students will work closely with Burnaby Art Gallery staff to make selections of secondary student artwork for the Arts Alive exhibit. A primary task for the students will be to photograph every artwork with accurate colour representation, neat framing, and clear focus. Images will be used in a virtual exhibit. Students must have strong photography skills and be comfortable using a DSLR camera. Maintaining focus on detail oriented tasks for extended periods is vital for this position. Students' work will be credited in the exhibit.

Age: Grade 11-12.

Dates: March 2-6, 2020, 8:45am – 3:30pm daily

Number of positions: 2

Arts Alive: Records and Labels Management

Description: This position works with the documentation and records management of all the information collected of those participating in Arts Alive - including the artists, schools, projects, art materials, measurements and more. Mentored by staff, the incumbent works with Excel and Word programs and maintains consistency in information across various platforms. This position is responsible for documenting information into a database during the jury process, and editing and updating records. The incumbent will then work with the information collected to create labels for each work of art. Students' work will be credited in the exhibit.

Age: Grade: 11-12

Dates: March 2-6, 2020, March 24 & 25, 2020 (Spring Break), 9:30am – 3:00pm

Number of positions: 2

Arts Alive: Virtual Exhibit Creation

Description: Students will use Adobe Photoshop and other computer based editing programs to manipulate and label numerous images and compile them into a simple format to use in the virtual exhibit for Arts Alive. Students will be directed and supervised by staff while using their computer based editing skills to make modifications to images. Maintaining focus on detail oriented tasks for extended periods is vital for this position. Requirements: moderate skills in Adobe Photoshop or similar programs. Students' work will be credited in the exhibit.

Age: Grade: 11-12

Dates: March 16-20, 2020 (Spring Break), 9:30am-3:00pm daily

Number of positions: 2