

**Summer 2020**

**Intern Administrator**



Wasagaming Community Arts is seeking a full time Intern Gallery Administrator for the 2020 summer season.

Who is eligible?

- Students or young adults with knowledge, education, skill and interest in Fine Arts or a related field
- Good oral and written communication skills
- Experience working with the general public
- Experience with sales
- Knowledge of Excel, Word,

Wasagaming Community Arts (WCA) operates seven days a week from early May to mid- September. The successful candidate would be scheduled to work 5 days per week, together with WCA staff and volunteers. All employees will be required to provide and maintain a satisfactory Criminal Record Check & Child Abuse Registry Check. Accommodation is not provided and so the successful candidate will be required to make their own living or commuting arrangements.

Salary is based upon education and experience.

All inquiries and to learn further details of the position please contact [wasagamingartspresident@gmail.com](mailto:wasagamingartspresident@gmail.com) or by calling 1-204-483-3333.

Wasagaming Community Arts is an equal opportunity employer dedicated to supporting diversity and inclusion in the workplace.

Applications including resume and references may be forwarded to:

Judy Dandridge  
President  
Wasagaming Community Arts  
Email: [wasagamingartspresident@gmail.com](mailto:wasagamingartspresident@gmail.com)  
Or by mail to:  
Box 581  
Onanole, Mb. R0J 1N0

Only those applicants who are selected for interview will be contacted. Thank you to all who apply.  
Competition Closes: when a suitable candidate has been chosen