



UNION GALLERY
Program Assistant
(Communications and Exhibition Planning)

Qualifications

Broad knowledge of contemporary visual art and culture and relevant post secondary Degree/Diploma or 3 years equivalent in work/professional experience
Excellent written and verbal communication skills
Proven office related skills and a high proficiency in PC and MAC platforms and use of Office Suite programs.
Experience using digital photography equipment
High proficiency with InDesign, Photoshop and web site (Dreamweaver) software
Knowledge of video editing an asset
Some experience working in an artist operated centre or gallery setting
Excellent time management skills and ability to multi-task and work independently
Personality suitable for working with the public

Areas of Responsibility

Under the direction of the gallery Director, duties will include:

Communications

implements the gallery communications plan to increase public awareness of the gallery and its programs
maintains and develops gallery promotion materials
maintains the gallery resource area
coordinates volunteer activities, manages membership (communications, renewals and record keeping)
design and layout of gallery press material, pamphlets, newsletter, and other publications as assigned
ensures high quality images, logos and all other graphics required for publications
maintains the gallery website

Exhibition and Event Planning

assists with co-ordination of exhibitions
prepares exhibition materials including labels, signage and exhibition booklets, invitations
monitors condition of gallery walls, floors, and orders office and workroom supplies
documents exhibitions
coordinates and attends rental events and opening receptions

Administrative support

clerical tasks and support for fundraising activities as required
service –communicating with customers, booking events and staffing events.

Year round part-time position one year renewable contract for 3 years, 16- 20 hours per week. Gallery hours are Tue-Sat. 11-5pm. Applicant must be available to work Saturdays and occasional evening events as well as weekdays. \$16hr. Training will take place in March to start in late March or early April. Detailed job description available on the website <http://uniongallery.queensu.ca/>.

Please email resume with references, a sample of design work and/or piece of critical writing on contemporary art to Jocelyn Purdie, Director, Union Gallery at jp14@queensu.ca.
Deadline March 7th, 2012.