



Gallery Assistant (Communications, Program and Administrative Support)
Union Gallery

Application Deadline: August 27, 2019

Location: 1st floor Stauffer Library, Queen's University, Kingston, Ontario

Hours: 20 hours per week including Saturdays, Wednesday evening and other occasional evenings

Start date: Interviews: early September, start date mid-September 2019

Job Summary

Reporting to the gallery Director, the Gallery Assistant is responsible for coordinating, preparing, disseminating all communications and marketing for the gallery and providing administrative support to support the gallery programs. The ideal candidate is a self-starter, highly organized and able to work proactively in a deadline-driven setting. The Gallery Assistant should have solid communications skills and high level of proficiency with computer software programs (Mac OS primarily), including MS office, Adobe Creative Suite, and Dreamweaver web software and social media platforms including Facebook, twitter and Instagram. Knowledge of standard office procedures, excellent writing skills, and numeracy is required.

Qualifications

Knowledge and interest in contemporary visual culture and its various practices, relevant post secondary Degree/Diploma in a related discipline and a minimum of two years experience working in a gallery or arts organization (or equivalent)

Excellent written and verbal communication skills and extremely organized and detail oriented

High level of proficiency with computer software and social media platforms (as noted above)

Experience using digital photography equipment and knowledge of video editing an asset

Ability to multi-task and work independently and able to work with the a variety of people and ideas

Areas of Responsibility

Communications and Marketing

implements the communications plan to media, members, internal university units and outside agencies and make recommendations regarding new initiatives

prepares documents for exhibitions and events including invitations, press releases and other and

implements the dissemination of information through social media platforms and the website

maintains the gallery website and documents artwork in exhibitions

maintains and makes recommendations regarding gallery materials including gallery attendant manual, brochures, flyers etc.

prepares gallery press materials, invitations, exhibition booklets, exhibition pamphlets, newsletter and design other publications as assigned

prepares images, logos and all other graphics required for publications

monitors exhibition receptions and document events to be used for print and web

Administrative Support

maintains the gallery resource area and bulletin boards –records and archives materials

prepare statistical reports on attendance

coordinates volunteers – recruitment, training, scheduling, communicating, record keeping, recognition

assists with installation and dismantling of exhibitions and schedules volunteers as required

manages gallery membership (correspondence, renewals and record keeping)

event coordination - receive and manage requests for event (rental) bookings by outside

groups/individuals, prepares agreements based on gallery policy, communications, attend and monitor events

facility maintenance coordination

clerical tasks including file management, prepares artwork labels, orders wall signage for exhibitions,

tracks office and workroom supplies and support for fundraising activities as required

This is a part-time position, 1 year with option to renew, 20 hrs/week, \$18.00/hr. Applicant must be available to work Saturdays and Wednesday evenings and other occasional evening events. Please email resume with three references, a sample of design work and a short writing sample to: Jocelyn Purdie, Director, Union Gallery at jp14@queensu.ca.