



## **JOB POSTING: PROGRAM ASSISTANT**

Union Gallery is a not-for-profit, student-centred public contemporary art gallery at Queen's University. UG has been in operation since 1994 and has a unique place within the cultural and academic landscape of Katarokwi-Kingston, Ontario, situated on Haudenosaunee and Anishinaabe territory. UG is a space centred in community and conversation, driven by play, curiosity, curation and research-creation. We are the primary public gallery at Queen's dedicated to showcasing the range and excellence of students' artistic and curatorial practices. UG also supports local (based in Katarokwi-Kingston), regional and national professional artists to foster a diverse network of artistic production, presentation and interpretation. We're committed to supporting creative growth through merging technical and critical understandings of the arts, as well as a deeper understanding of how art can reflect the most important issues of our time.

We are seeking a highly motivated individual to take on the role of Program Assistant as a Work Study position.

### **Program Assistant**

TERM: May 14–August 10, 2024

WORKDAYS: Wednesdays or Thursdays 4–8pm and Saturdays 11am–4:30pm

COMPENSATION: \$16.55/hr plus vacation pay as part of the Work Study Entitlement

LOCATION: Union Gallery, Queen's University Katarokwi-Kingston, Ontario

### **ABOUT THE POSITION**

Union Gallery is committed to providing students with hands-on, professional gallery experience through our participation in [Queen's University Work Study Program](#).

This is a unique opportunity for a student to develop skills in arts administration within a small not-for-profit organization. The Program Assistant will work under the supervision of the Program Director to support public programs, workshops and event programming.

### **RESPONSIBILITIES**

- Support upcoming public programs, i.e. summer youth program, drafting introductions, helping participants during programs and events
- Support administration of programs, supporting promotion, registration, contact lists, and program surveys

- Support the front-line of gallery reception, welcoming visitors during open hours and at public events
- Assist with file management and digital archives, i.e. editing, reviewing and transcribing virtual program recordings.
- Prepare statistical reports on visitor attendance
- Help maintain cleanliness and organization in the gallery space including the office and reception desk
- Support ongoing tasks such as membership administration, gallery promotions and communications

## **PROFILE OF THE CANDIDATE**

The candidate must be a Queen's University student eligible for a Work Study Entitlement and available to work in-person on Wednesdays or Thursdays 4–8pm and Saturdays 11am–4:30pm.

Our ideal candidate:

- Is currently enrolled in visual and/or media art, art history, cultural studies, curatorial studies or a related discipline at the undergraduate or graduate level;
- Has demonstrated experience, knowledge (and/or interest!) in contemporary art, arts programming and/or curation;
- Has computer literacy and experience with Google Drive and Microsoft Office;
- Takes initiative and balances between working independently and collaboratively in a small team environment;
- Has demonstrated strong time-management and communication skills;
- Is looking forward to gaining hands-on experience about the ins and outs of arts administration

## **APPLICATION PROCEDURE**

Interested candidates are invited to submit the following:

- Cover letter
- Resume or CV

**Please combine all files into a single PDF and email to [ug.employ@gmail.com](mailto:ug.employ@gmail.com) with “Program Assistant” in the subject line by 11:59pm on April 15, 2024. Interviews will take place May 7 & 8, 2024.**

Consideration will be given to an equivalent combination of education and experience. All qualified applicants are encouraged to apply; however, we will only be contacting those under consideration for interviews. All information collected will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

If you have any questions, or require accommodations at any point during the application and hiring process, please contact our Human Resources Committee: [ug.employ@gmail.com](mailto:ug.employ@gmail.com) / 613.533.3171

## **EQUITY STATEMENT**

Union Gallery is an equal opportunity employer and is committed to building a skilled and diverse workforce that reflects the communities we serve. UG welcomes applications from qualified individuals of all sexualities, races, gender identities, socioeconomic statuses, and (dis)abilities. We strongly encourage applications from individuals who self-identify as BIPOC (Black, Indigenous, People of Colour), QPOC (Queer People of Colour) and 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer and Questioning, Intersex, Asexual, +). If you would like to, please indicate if you self-identify as a member of any equity-seeking groups in your application.

~

## **UNION GALLERY**

[uniongallery.queensu.ca](http://uniongallery.queensu.ca)

101 Union Street, First Floor Stauffer Library, Queen's University  
Kingston, ON K7L 5C4