



UNION GALLERY: DEVELOPMENT ASSISTANT

Supported by Cultural Studies, Queen's University

TERM: 260 hours, September 2024–April 2025

COMPENSATION: \$44.02 per hour (\$41.14 + 7%), included as part of CUST graduate student funding package

LOCATION: Union Gallery, First Floor Stauffer Library, Queen's University, Katarokwi-Kingston, Ontario

GALLERY HOURS: Tues, Thurs, Fri, Sat: 11am–4:30pm, Wed 11am–8pm

The schedule for RA positions is determined in consultation with the Gallery Director. Hours will be on-site during gallery hours in addition to occasional evenings and weekends, according to program needs.

ABOUT THE POSITION

Under the supervision of the Union Gallery (UG) Gallery Director, the Development Assistant will work collaboratively with a small team offering organizational support in artistic programming and administration. They will have the opportunity to lead exhibition support and develop and execute self-directed special projects for the gallery. Working closely with UG volunteers, they will take on a mentorship role with our Student-Led Fundraising Committee, working closely with UG volunteers to achieve organizational goals in fundraising.

PROFILE OF THE CANDIDATE

The Development Assistant will actively contribute to the curatorial program of the gallery and possess a high level of accuracy, good judgement, and attention to detail. As a not-for-profit organization centred in experiential learning and mentorship, candidates with a keen interest in contributing to an experimental learning environment will be valued over those with a professional curatorial background and the position will offer a broad range of experiences beyond the curatorial. A minimum of one year of relevant experience in a public art gallery context is preferred.

REQUIREMENTS

- Cultural Studies graduate student located in Katarokwi-Kingston during the 2024-2025 academic year
- Proven knowledge of interdisciplinary and/or new media-based contemporary art
- Command of Microsoft Office suite and experience with visual design software
- Respects diversity and promotes equity and inclusion in the workplace
- Excellent time management skills with the ability to manage multiple tasks and determine when to refer complex or sensitive matters to senior staff
- Ability to work independently and collaboratively, both within the UG team and with external partners

KEY RESPONSIBILITIES

- Take on a mentorship role with our Student-Led Fundraising Committee, working closely with UG volunteers to achieve organizational goals in fundraising
- Support and contribute to the research, development, and curation of exhibitions, publications, film screenings and other event-related activities in the gallery and potential off-site locations
- Support relationships, contracts, and deliverables in accordance with the gallery's curatorial program, including liaising with artists, students, professors, volunteers, photographers and videographers
- Work with the Program Director to coordinate and support parallel programs
- Collect, develop, and deliver promotional texts, images, and permissions for exhibitions and programs
- Develop and present materials related to the interpretation of exhibitions such as moderating artist talks, providing gallery tours, writing curatorial essays
- Collect and organize exhibition files for archival deposit

APPLICATION PROCEDURE

Interested individuals are invited to submit a letter of interest (max. 500 words), as well as a resume or CV. **Submit your application to ug.employ@gmail.com by 9am July 30, 2024, subject line: CUST Development Assistant.** Acceptance will be based on interviews and is contingent on students' individual funding packages. Applications will be reviewed by the Gallery Director. All those who submit interest will be contacted. Short-listed applicants will be contacted for an interview.

For more information, accommodations in the application process, or if you have any questions, please reach out: ug.employ@gmail.com / ugallery@queensu.ca / 613.533.3171

EQUITY STATEMENT

Union Gallery is committed to equity, diversity and inclusion in all aspects of our programming and operations. UG 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.



ABOUT UNION GALLERY

Established in 1994, Union Gallery (UG) is a public contemporary art gallery located in Katarokwi-Kingston on the Queen's University campus, situated in Haudenosaunee, Anishinaabe, and Huron-Wendat territory. UG is a space for creative risk-taking and curiosity that supports and promotes the local arts communities by nurturing reciprocal relationships between students, artists, and arts workers at all stages of their careers. It is a community-driven hub for the production and exhibition of contemporary art that fosters critical engagement, facilitates interdisciplinary experimentation, and creates opportunities for the next generation of cultural producers.

OPERATIONAL STRUCTURE

Union Gallery is a teaching gallery, bringing together and supporting students and professionals to foster a diverse and mutually beneficial network of artistic production, presentation, and interpretation. UG offers a variety of programs that catalyze experiential learning, artistic experimentation, collaboration, and community.

UG is now an independent incorporated not-for-profit with a contract to support the educational mission of Queen's University, among other community partnerships. UG receives in-kind and financial supports from the University and its departments, while also building new partnerships to further its mission, including internships with St. Lawrence College students. It receives public operating funds from the Kingston Arts Council, the City of Kingston, and the Ontario Arts Council to help deliver on its mission to serve broader publics.

UG's operational structure includes two core staff: the Gallery Director and Program Director. Core staff supervise and train part-time staff and volunteers who contribute to programming and operations. Together, the Gallery Director and Program Director collaborate on the gallery's artistic vision and administration, ensuring the mandate and objectives of UG are carried out through its initiatives.

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UNION GALLERY

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