

## **JOB POSTING: Gallery Assistant**

The Durham Art Gallery is hiring for their Gallery Assistant position.

**Hours of Work:** 30 hours a week, including occasional evenings and weekends.

**Hourly Rate:** \$16 to \$18, dependent on experience

**Duration:** 6-month contract, renewable

**Application Deadline:** Friday, February 16 at 10am.

**Start Date:** Monday, February 26, 2018

Established in 1979, The Durham Art Gallery is a contemporary public art gallery serving Grey and Bruce Counties. The Gallery operates out of its own purpose-built facility and is located in Durham, 251 George Street East, Municipality of West Grey.

### **JOB SUMMARY**

The Gallery Assistant is responsible to provide administrative and programming support in the organization of the Gallery's day-to-day operations, activities and events.

### **KEY RESPONSIBILITIES**

#### **General office and administrative support**

Files and maintains organizational and financial records and documents

Tracks and updates statistical records

Maintains and updates mailing lists and assists with marketing and promotion procedures

Manages office and facility upkeep including ordering office and maintenance supplies

Answers emails, phone and in-person inquiries

Manages membership drives and renewals; maintains and updates database

Receives and acknowledges cash or cheques for memberships, donations, and sales

Assists with sponsorship and grant applications, and reporting requirements

Supports all other tasks required for the smooth and efficient running of the office

#### **Front-line and Gallery support**

Opens and closes the Gallery following guidelines and procedures

Monitors the gallery during public hours; welcomes visitors and provides information about current and upcoming programs

Schedules and supervises volunteers; maintains a volunteer list

Assists with Exhibition Assistance applications

Coordinates workshops, artist talks, events, and all aspects of mounting exhibitions

Maintains statistics concerning event and program participation; collects and files media & visitor responses

Supports all other tasks required for the smooth and efficient running of programs and events

### **QUALIFICATIONS AND COMPETENCIES**

- Minimum of three (3) years recent related experience, including coordinating office activities, providing front-line service, and organizing events
- Completion of post-secondary education in a related discipline (e.g. business/arts administration)
- Strong organizational and administrative skills
- Ability to work well independently and as part of a team (staff, board, volunteers)
- Excellent written and verbal communication
- Effective time management skills
- Ability to multi-task, take initiative and meet deadlines
- Great attention to detail and accuracy
- Experience with social media, web, and email
- Solid computer skills (MS Word, Excel, Access, and Adobe Acrobat); ability to work on PC
- Experience working within a not-for-profit organization an asset

- Clear criminal record check, vulnerable sector screening and negative search of the pardoned sex offender database is required
- Must have a driver's license and own transportation

Please send a letter of interest outlining relevant experience, interest and skills, a current CV, names and contact information for two references as a single Pdf to [smorel@durhamart.on.ca](mailto:smorel@durhamart.on.ca) with the subject line GALLERY ASSISTANT, (followed by your) LAST NAME. No phone calls, please!

The Durham Art Gallery is an equal opportunity employer and we encourage applications from the Government of Canada's job equity groups. We thank all who apply, however only those selected for an interview will be contacted.