



EMPLOYMENT OPPORTUNITY

POSITION: Gallery Assistant
TERM: 6 months with the possibility of extending up to 1 year / 35 hours per week
APPLY BY: June 30, 2016

ABOUT CKG:

Christine Klassen Gallery / CKG is a commercial gallery located in a beautifully renovated 4600 square foot mid-century warehouse in the Manchester Industrial area just off Macleod Trail in SE Calgary. We represent a dynamic group of contemporary artists from Canada, the United States and abroad, united by their craft-intensive approach to art-making. Our artists are at all stages in their creative careers, from emerging to established, and work in a variety of media including: painting, drawing, photography, printmaking, sculpture and ceramics.

Established in 2007, our aim is to engage gallery visitors through consistently innovative projects and exhibitions in a friendly environment.

JOB DESCRIPTION:

CKG is seeking an enthusiastic and motivated individual to join our team. Reporting to the Gallery Director, the Gallery Assistant will facilitate all day-to-day gallery operations and logistics. This role is designed for a personable individual who has a passion for contemporary art, excellent interpersonal skills and strong administrative skills with exceptional attention to detail.

This is a full time maternity leave term position and the successful candidate must be able to work gallery hours and occasional evenings when the gallery hosts events.

RESPONSIBILITIES:

Administration/Registrar Duties

- General administrative duties (phone/email inquiries, filing, appointment setting, etc.)
- Correspond with artists regarding exhibitions, inventory and artist information
- Update and maintain artwork inventory and gallery records

Communications & Marketing

- Manage all gallery communications, including social media, website, media releases and event listings
- Design promotional materials as needed

Preparatory Duties

- Ensure all artwork is handled and stored properly
- Pack and ship artwork, obtain shipping quotes, prepare customs documents and labels
- Installation (strike/install artwork, patch/paint, produce pricelists and tags)

Sales and Customer Service

- Welcome gallery visitors and work with clients on and offsite
- Prepare estimates and invoices, process payments

CHRISTINE KLASSEN GALLERY

200 - 321 50 AVENUE SE CALGARY AB T2G 2B3
TEL 403 262 1880 - CHRISTINEKLASSENGALLERY.COM



QUALIFICATIONS:

- Experience in an art gallery or a related field
- Understanding of working with artists and knowledge of contemporary art (post-secondary education in visual arts, art history or a related field is an asset)
- Excellent written and verbal communication and interpersonal skills
- Ability to multi-task, handle administrative duties and keep organized
- Proficiency in Word, Excel, Photoshop and InDesign
- Familiarity with Mac OS, social media platforms and website Content Management Systems (CMS)

HOW TO APPLY:

Please submit a cover letter and resume outlining relevant experience, with references to:

Attn: Christine Klassen

ck@christineklassengallery.com

or

Christine Klassen Gallery
200-321 50 Ave SE
Calgary, AB T2G 2B3

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