

Position: Commercial Gallery Assistant
Address: 730 11th Ave SW Calgary AB T2R 0E4
Terms: 32 hours per week
Wage: Determined Upon Experience

Successful candidates will:

- Hold a post-secondary degree or equivalent in visual arts, arts administration and / or business
- Have extensive knowledge of and passion for Newzones, as well as local, provincial, national and international art scenes
- Have a Driver's License and clean driving record
- Have in-depth knowledge of: Photoshop, Illustrator, Excel, Instagram and Wordpress
- Be positive, have effective verbal communication, and strong writing skills
- Be a hard worker, proactive and resourceful
- Be open to mentorship and coaching
- Create and maintain strong client and customer relationships
- Contribute to a welcoming and engaging gallery experience
- Demonstrate excellent organizational, interpersonal and communication skills, work well in team settings
- Have the ability to work in a fast-paced environment; able to anticipate needs
- Demonstrate integrity, have focus on high quality outcomes, be a self-starter and self-editor
- Be confident with use of power tools
- Have the ability to lift heavy objects and install / transport art
- Demonstrate formal installation knowledge

Duties include but not limited to:

- Assist gallery Director, Assistant Director and Preparator with all aspects of day-to-day gallery practices
- Oversee press and all promotional materials
- Knowledge and experience in art handling and installation.
- Handling inquiries via telephone and email
- Performing a variety of administrative tasks
- Gaining comprehensive knowledge of gallery artists to interact with visitors
- Contribute to Newzones' digital strategy
- Contribute to regular maintenance of gallery

Work schedule: Tuesday – Friday, 10:00 – 5:00 and Saturday 12:00-4:00.

Position Commences: April 2021

Deadline for Applications: March 28, 2021

Please email cover letter, resume and references to info@newzones.com

Newzones thanks all candidates for their interest, however only those selected for an interview will be contacted. Applications will be accepted until the position is filled.