

Position: Commercial Gallery Assistant
Address: 730 11th Ave SW Calgary AB T2R 0E4
Terms: 35 hours per week
Wage: Determined Upon Experience

Successful candidates will:

- Hold a minimum of a Bachelor of Fine Arts and at least one year of gallery experience
- Have a Driver's License and clean driving record
- Have excellent written communication skills and ability to create professional content.
- Demonstrate excellent organizational, interpersonal and communication skills
- Be capable of juggling a variety of projects
- Have excellent knowledge of the Adobe Suite
- Have knowledge of photography
- Demonstrate integrity: focused on high quality outcomes
- Demonstrate discretion, tact, initiative and sound judgment skills
- Demonstrate formal artwork installation knowledge
- Be confident with use of power tools

Duties include but not limited to:

- Handling and unpacking of artwork while ensuring the safety and security of artwork at all times
- Assist gallery Director with all aspects of day to day gallery practices, including administrative tasks
- Press distribution, social media updates, website maintenance
- Gaining comprehensive knowledge of gallery artists to interact with visitors
- Installation and deinstallation of artwork / handling of artwork
- Inventory control
- Daily maintenance of gallery: cleaning of surfaces, floors etc.
- Crating and packaging of artwork

This position is an entry level commercial gallery position which combines 50% administrative and 50% technical (physical) aspects of gallery life.

Please forward cover letter, resume and references to assistantdirector@newzones.com by March 26 2022