

We are hiring.

Gallery Assistant / Sales Associate

Location

Onsite/in person at Loch Gallery in Calgary, AB

Schedule

Full time, Tuesday to Saturday with occasional evenings for exhibition openings and events

About Loch Gallery

Loch Gallery is a family-owned commercial gallery with locations in Calgary, Toronto, and Winnipeg. For over 50 years, we have built lasting relationships with collectors, artists, and institutions, representing some of the country's most important contemporary and historical voices. Our Calgary gallery is seeking a new team member who is passionate about both art and people.

The Role

The Gallery Assistant / Sales Associate is a key role within the gallery, blending executive support, customer service, and hands-on involvement in exhibitions and sales. This position offers the opportunity to work directly with artists, collectors and the gallery director while developing expertise in all facets of gallery operations.

No two days will look the same—whether we're preparing for an exhibition opening, coordinating an international shipment, or helping a client discover the perfect work of art. The ideal candidate is organized, adaptable, and thrives in a collaborative environment where art, business, and relationships intersect.

What you'll do:

- Welcome and engage clients and visitors to the gallery and providing customer service with professionalism and warmth
- Assist with art sales while building positive relationships with artists and clients
- Support the Director with scheduling, client inquiries, and general administrative tasks
- Prepare documents such as consignments, invoices, appraisals, and bills of sale
- Develop monthly sales reports, track expenses, reconcile invoices, and prepare expense reports for exhibitions
- Maintain accurate contacts records, and track artwork inventory in the gallery's database
- Oversee artwork handling and logistics including cataloguing, condition assessment, photography, framing, packing, and shipping (within Canada and internationally)
- Help plan, organize, and install exhibitions and special events
- Liaise with artists about new work, commissions and upcoming exhibitions
- Contribute to research and writing text, and catalogue for exhibitions
- Update the website with new artworks and exhibitions
- Create promotional materials including email newsletters, advertising and maintaining the gallery's social media presence
- Assist with graphic design and photo editing

- Pitch in with general gallery upkeep, ordering supplies, and occasional errands—as a two-person team we do what it takes to make things run smoothly

The ideal candidate:

- Thrives on variety and enjoys balancing creative and administrative tasks
- Is energized by connecting with people, from artists and collectors to first-time visitors
- Is professional, discreet, and collaborative with a true love for the arts
- Has a keen eye for detail and takes pride in polished, professional work
- Has exceptional organizational skills and the ability to manage multiple priorities
- Is curious about the art market and eager to grow within the commercial gallery world
- Can remain calm under pressure and adapt easily when plans shift

What we're looking for:

- 3+ years of relevant experience in galleries, museums, or client-focused cultural organizations
- Bachelor's degree in art history, Fine Arts or a related field.
- Knowledge of Canadian contemporary and historical artwork
- Experience with handling and shipping artwork
- Previous retail or sales experience with excellent customer service skills
- Excellent written and verbal communication skills
- Tech-savvy: experience with Google Workspace, Microsoft Office, Adobe Creative Suite (Photoshop, Lightroom and InDesign), social media platforms, website CMS, and SEO

What we offer:

- A front-row seat in the Canadian art world, with direct exposure to leading artists and collectors
- Opportunity to develop professionally across sales, exhibitions, and gallery management
- A supportive, collaborative team environment where ideas and initiative are valued
- Competitive compensation commensurate with experience
- Paid time off during winter holidays in addition to regular vacation

How to Apply

Please send a PDF resume and cover letter, no later than September 30, 2025, to calgary@lochgallery.com, with the subject line "Gallery Assistant / Sales Associate – Calgary."

We thank all applicants for their interest; only those selected for an interview will be contacted.