POSITION TITLE: Gallery Assistant

Employment Type (FT, PT, Contract): Temporary
Rate of Pay: $14.00 per hour
Job Location: Dundas, Ontario
Hours of Work: 35 hours per week, Tuesday to Saturday
Start Date: June 4, 2019
Application Deadline: May 14, 2019 at 5:00 pm

COMPANY NAME: Carnegie Gallery / Dundas Art and Craft Association
Street Address: 10 King Street West, Dundas
Phone: 905-627-4265
Fax:
Email: marketing@carnegiegallery.org
Website: www.carnegiegallery.org

General Description of Duties:
This position will co-ordinate events for the annual Arts Dundas Weekend (ADW), held during the first weekend of November and organized by the Carnegie Gallery. As a summer member of the Carnegie team, the student will be a vital contributor to the successful development of 2019’s ADW. Specific tasks for the summer student position include:

- brainstorming ideas with the Marketing & Fundraising Specialist, Chair of the Board and committee members;
- researching past ADW projects and archived history of the gallery;
- making contacts by email, phone, letter and walk-in meetings with individuals and organizations involved in ADW;
- creating a database of artists’ and organizations’ information defining their plans;
- updating the ADW brochure and promotional materials
- assisting with shop and exhibition-related duties

Weekly duties in the Gallery over the duration of the work period will also require the summer student to assist with the daily operations of the store and exhibition space, including such tasks as: sales, processing invoices, customer relations, stock and artist identification, membership updates, stock intake, storage, shop design, and opening and/or closing of the gallery.

The student will learn the business of the gallery and its day-to-day operations, act as an assistant to the Curator and Marketing & Fundraising Specialist, through retail duties, exhibition preparation, installation and de-installation, mailings, other event duties and marketing as assigned.
Skills and Experience Required:
• Strong familiarity with PC computers, Microsoft Word, Excel, Adobe Creative Suite, and online researching tools and applications
• a facility to learn and use WordPress
• strong command of oral and written English
• a positive attitude
• comfortable with physical work
• demonstrated ability to organize information and prioritize tasks and projects
• self-motivated and able to work independently, as part of a team and with volunteers
• retail and gallery experience preferable
• initiative and creative thinking
• strong interest in the arts, including visual and performing arts. Active involvement in the arts is an asset
• awareness of marketing and communications, including facility with social media (Facebook, Instagram, Twitter) and other outreach methods such as video, is desirable and an asset

Background
• College/University, Fine Art, Art History, Design, or related arts fields.
• Post-secondary school experience in these fields desirable and an asset.
• PR experience, retail, an asset

Please note that this position is being offered through the Canada Summer Jobs Program. The successful candidate must be an individual who:
• Is between 15 and 30 years of age (inclusive) at the start of employment
• Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and
• Is legally entitled to work according to the relevant provincial / territorial legislation and regulations

How to Apply:
Please apply with a cover letter and résumé by Tuesday, May 14th, 5:00 pm. Applications may be submitted as a single Word document or PDF and should be directed to:

Michelle Murphy
Marketing & Fundraising Specialist
Carnegie Gallery
10 King St. West
Dundas ON L9H 1T7
marketing@carnegiegallery.org

Job Type: Temporary

Salary: $14.00 per hour.

Please read about us at carnegiegallery.org and on Facebook @carnegiegallery and Instagram @carnegie_gallery

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