



10 King St W                      Dundas, ON                      L9H 1T7  
[marketing@carnegiegallery.org](mailto:marketing@carnegiegallery.org)                      905-627-4265

## **Administrator Assistant, Art Gallery**

Carnegie Gallery / Dundas Art and Craft Association

**Terms of Employment:** Temporary 8-week job starting **Tuesday, June 29<sup>th</sup>, 2021**. Must be able to work through to **Saturday, August 21<sup>st</sup>, 2021**. Tuesday through Saturday, 35 hours per week, with some flexibility to negotiate hours.

**Job Title:**                      **Administrator Assistant, Art Gallery**

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 administrator assistant will be a vital contributor to the successful development of 2021's ADW. Specific tasks for the 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 administrator assistant to help with the daily operations of the store and exhibition space, including such tasks as: sales, processing online orders, customer relations, stock and artist identification, membership updates, stock intake, storage, shop design, uploading inventory into retail and e-commerce system, and opening and/or closing of the gallery.

The administrator assistant 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**

- Strong familiarity with PC computers, Microsoft Word, Excel, Adobe Creative Suite, and online researching tools and applications
- a facility to learn and use Lightspeed POS system
- 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 and e-commerce, 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

Please apply with a cover letter and résumé by **Monday, June 7<sup>th</sup>**, 5:00 pm. Applications may be submitted as a single Word document or PDF and should be emailed to:

Michelle Murphy  
Marketing & Fundraising Specialist  
Carnegie Gallery  
10 King St. West  
Dundas ON L9H 1T7  
[marketing@carnegiegallery.org](mailto:marketing@carnegiegallery.org)

**Job Type:** Temporary

**Salary:** \$14.25 per hour.

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