
patelbrown

Job Title: Gallery Associate
Organization: Patel Brown
Location: 21 Wade Avenue, Toronto, ON
Application Deadline: May 15th 2020

Overall responsibility:

As the Gallery Associate you will be responsible for a range of tasks associated with the daily operations of the gallery. These activities include: programming assistance, administration, client services, exhibition research, transportation logistics, and coordination of gallery inventory and space. The Gallery Associate will be required to act as a representative for the directors in their absence and monitor the day to day operations of the organization. They will work closely with the gallery directors to realize the potential of all activities and projects undertaken. The Gallery Associate will also be required to attend non-gallery related events outside of work hours from time-to-time.

Key areas of responsibility

The duties associated with this role include, but are not limited to the following:

- Management of the gallery database including artwork and rolodex entries.
- Management of gallery inventory including consignments in and out of gallery and coordination of transportation logistics
- Gallery communications: responding to emails, phone calls and preparing email campaigns.
- Coordinate with gallery artists to prepare details for exhibitions - collection of all materials including images, consignment agreements, press etc. Unwrapping artwork and preparing entries in the gallery database.
- Coordination of exhibition installations and preparation of gallery space with art handlers and preparators.
- Organization of shipping, packing, receiving, and transportation of artwork for purposes including: a) hanging in gallery b) coordinated with framer and/or c) delivery to client.
- Management and coordination of gallery special events such as client dinners and other gallery hosted events.
- Updating sections of the gallery website
- Develop and distribute content through social media channels
- Photographing of artwork and installation shots of exhibitions as needed
- Preparation of exhibition press release and other support material as needed
- Client relations including providing sales assistance
- General research and gallery writing
- General maintenance of gallery including light cleaning as required

Term of employment

Full Time: 5 days a week – Tuesday to Saturday 10am to 6pm.
Occasional evenings for opening receptions and gallery events. Occasional travel for art fairs may also be required.

Rate of pay

35K-45K

Qualifications

- Proficient with Microsoft Word and Excel
- Working knowledge of Adobe Creative Suites programs an asset but not a requirement.
- Knowledge of Gallery Manager (database program) is an asset but not a requirement.
- Previous gallery or arts administration experience.
- Strong communication skills both written and oral.
- Organized, dependable and able to work independently.
- A high level of dedication and drive to succeed.
- Trustworthy team player who is able to adapt and take a solution oriented approach.

Please submit application materials including CV and cover letter to info@patelbrown.com before 5pm on Friday May 15th 2020