



## JOB POSTING

Job Title: **Gallery Coordinator**

Organization: **Patel Brown**

Location: 21 Wade Ave, #2 Toronto, ON M6H 1P4

Start date: **February 2025**

### **Overall responsibility**

As the Gallery Coordinator you will be responsible for a range of tasks associated with the daily operations of the gallery. These activities include: administration, client services, event management, programming assistance, exhibition research, gallery maintenance and coordination of gallery inventory and space. They will work closely with the gallery directors and owners to realize the potential of all activities and projects undertaken. The Gallery Coordinator 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 contact entries.
- Gallery communications: responding to emails, phone calls and preparing email campaigns.
- Coordination with gallery artists to prepare details for exhibitions and art fairs.
- Coordination of exhibition installations and preparation of gallery space with art handlers and preparators.
- Oversee sales administration: invoicing, sales tracking and fulfilment
- Coordination of gallery special events such as client dinners and other gallery hosted events.
- Client relations including providing sales assistance.
- Support with art fair logistics and supporting sales with directors and owners
- Research and gallery writing.

- Management of gallery maintenance including light cleaning as required.
- Other duties as assigned

### **Terms of employment**

On average : 40h/week

Tuesday to Saturday

Occasional evenings for opening receptions and gallery events.

### **Rate of pay**

Remuneration based on experience.

Patel Brown offers health and wellness benefits packages to all employees.

### **Qualifications**

- Trustworthy and effective team player who is able to adapt and take a solution oriented approach.
- Working knowledge of Adobe Creative Suites programs is an asset but not a requirement.
- At ease in a Mac computer environment and Google Workspace.
- Knowledge of Arternal (art management database program) is an asset but not a requirement.
- Previous arts administration or sales experience
- Strong communication skills both written and oral.
- Organized, dependable and able to work independently.
- Can work in a fast-paced environment.
- A high level of dedication and drive to succeed.

Please submit application materials including CV and cover letter no later than **January 20th** to [jennifer@patelbrown.com](mailto:jennifer@patelbrown.com) with “Gallery Coordinator” in the email subject line.

Please note that only those selected for an interview will be contacted.