

JOB OFFER - Gallery Manager

McBride Contemporain is a contemporary art gallery located on the fourth floor of the Belgo Building in Montreal. The gallery is dedicated to representing and promoting emerging and established contemporary artists. As the gallery continues to grow, we are seeking an individual who is eager to play a central role in its ongoing development.

Application deadline: Wednesday, August 12

Start date: Early September

Schedule: Average of 30 hours per week over four days, with additional hours during exhibition openings and art fairs.

Salary: Remuneration based on experience.

About the Position

The Gallery Manager will oversee the gallery's day-to-day operations, manage communications and administrative responsibilities, and serve as the primary point of contact for visitors.

We are looking for a self-motivated, organized, ambitious and detail-oriented individual with excellent communication skills and a strong sense of responsibility. The ideal candidate has a genuine interest in contemporary art and thrives in a collaborative environment.

Key areas of responsibility

Administration

- Welcome visitors and clients during gallery hours.
- Provide exhibition mediation and introduce visitors to the gallery's artists and exhibitions.
- Respond to inquiries.
- Maintain the gallery's physical and virtual inventory of artworks
- Update artist files and records.

Exhibitions and Art Fairs

- Assist in coordinating exhibitions and art fairs.
- Organize artwork transportation.
- Prepare exhibition materials (PDFs, artwork lists, etc.).
- Participate actively in exhibition installations and deinstallations.
- Management of gallery maintenance including light cleaning as required.

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Communications

- Develop and implement the gallery's communications strategy.
- Manage email newsletters.
- Manage social media platforms.
- Update the gallery website.
- Process images and maintain digital archives.
- Write and translate a variety of documents (communications, grant applications, submission packages, etc.).
- Coordinate media relations.

Beyond its day-to-day responsibilities, the position offers the opportunity to contribute to a wide variety of projects that evolve alongside the gallery's exhibition program and activities.

Competencies

- Previous arts administration experience
- Excellent written and spoken English and French.
- Proficiency with macOS.
- Strong working knowledge of Adobe Photoshop and image processing for websites, newsletters and digital communications.
- Working knowledge of WordPress.
- Proficiency with Microsoft Office (Word and Excel).
- Experience with an art inventory management system (Arternal, GalleryManager or equivalent) is considered an asset.
- Experience handling and installing works of art is considered an asset.

Desired Qualities

- Strong work ethic and ability to maintain confidentiality.
- Excellent organizational skills and attention to detail.
- Self-motivated, resourceful and able to work independently.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects simultaneously and adapt priorities to meet changing day-to-day needs.

How to Apply

Please submit your cover letter and résumé by email, indicating Gallery Manager in the subject line, to: info@mcbridecontemporain.com