

GALLERY ASSISTANT

Saskatchewan Craft Council

Deadline to apply: Noon, Tuesday February 19, 2019

Location: Saskatoon, SK

Hours of work: Casual (minimum 3 hour shifts)

Purpose: To assist the Exhibitions and Education coordinators with show installation, gallery supervision, and retail sales. Gallery assistants also have the opportunity to assist with large event-based projects and other exhibition focused tasks.

Job Start & Description:

- This is a shared position with varying hours. The following denotes the work scheduled that will be shared between two Gallery Assistants:
 - Standard hours are Saturdays, 10am to 5pm;
 - Some statutory holidays (10am to 5pm), specifically:
 - Family Day, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day
 - Six hours per show change (approximately every six weeks)
 - Up to 4 hours for special event receptions, outside of normal gallery assistant hours;
- Governed by the Collective Bargaining Agreement between the Saskatchewan Craft Council and SGEU.

Tasks and responsibilities include:

- assisting with set up and take-down of booths and gallery exhibitions;
- providing the public with information about the SCC organization and featured artists;
- processing sales;
- supervising the exhibition;
- packing Fine Craft for transport;
- providing gallery visitors with information and interpretation;
- responding to general inquiries by the public or members regarding the SCC and other craft related issues;
- writing blog entries for the Talking Craft blog;
- assisting the Exhibitions and Education Coordinators as otherwise requested;
- some travel will be required with notice;
- other projects and events as needed.

Reports to: Exhibition and Education Coordinators, Executive Director

The ideal candidate will possess:

- valid driver's license & ability to drive a large SUV;
- gallery experience;
- retail experience with POS terminals;
- BFA or similar accreditation;
- Comfortable lifting 30 pounds and climbing ladders;
- the ability to anticipate project needs, discern priorities, and accomplish tasks unsupervised;

- the ability to deliver good customer service and address customers and audience;
- excellent organizational skills and attention to detail;
- good problem solving skills;
- demonstrated ability to successfully handle multiple tasks at a time;
- excellent communication and interpersonal skills;
- working knowledge of the craft and art community in Saskatchewan;
- excellent computer skills including use of word processing, spreadsheets, and database programs;
- knowledgeable use of online resources.

Additional valued skills

- comfortable with hand tools and exhibition installation;
- knowledge of social media and managing online presence (e.g. queuing posts).

**Apply with a Cover Letter and detailed resume (with references) by noon, Tuesday
February 19, 2019**

Email or address to:

Stephanie Canning / Maia Stark
Exhibitions and Education Coordinators
Saskatchewan Craft Council
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