

JOB POSTING

GALLERY ASSISTANT **Saskatchewan Craft Council**

Deadline to Apply: Noon, Tuesday February 18th 2020

Location: Saskatoon, SK

Hours of work: Casual (minimum 3 hour shifts)

Pay: \$14.25/ hour

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

This position is governed by the Collective Bargaining Agreement between the Saskatchewan Craft Council and SGEU.

Job Start & Description:

This is a shared position with varying hours, to begin in late February/ early March 2020. The following denotes the work schedule that will be shared between two Gallery Assistants:

- Standard hours are Saturdays, 9:45 am to 5:15 pm;
- Some statutory holidays (9:45 am to 5:15 pm), specifically:
 - Family Day, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day
- Six hours per show change (occurring approximately every six weeks)
- Special event receptions (3 hour minimum) outside of normal gallery assistant hours;
- Special projects assistance, including HomeStyles, Dimensions, ArtNow, Culture Days, Nuit Blanche and WinterGreen (these are subject to change and others can be included).

Tasks and responsibilities include:

- Assisting with set up and take-down of gallery exhibitions and special project booths;
- 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 and evening/weekend work will be required with notice;
- assisting with other projects and events as needed.

Reports to: Exhibition and Education Coordinators, Executive Director, and may assist the Member Services Coordinator, the Boutique Coordinator(s) and the Communications team as authorized by the Executive Director and the Exhibition and Education Coordinators.

Requirements and Skills:

- 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;
- ability to anticipate project needs, discern priorities, and accomplish tasks unsupervised;
- 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; and
- 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 18th 2020.

Email or address to:

Stephanie Canning / Maia Stark, Exhibitions and Education Coordinators
Saskatchewan Craft Council 813 Broadway Ave, Saskatoon, SK S7N1B5
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306-653-3616 ext. 2