

Gallery Assistant, Eastern Edge

Established in 1984, Eastern Edge is a not-for-profit Artist-Run Centre and a registered charity. As an arts-based community centre, Eastern Edge delivers free and accessible arts programming year-round. We provide a diversity of programs that appeal to artists regardless of age, race, or gender, creating a safe and engaging community where artistic practices at every level can thrive and every artist can be respected and celebrated. Eastern Edge operates two galleries, a public library, and a multi-use community studio space, as well as our annual HOLD FAST Festival.

The Gallery Assistant reports to the Programming Coordinator and is accountable for assisting in the organization and delivery of events, exhibitions, presentations and programming in the main and rOGUE galleries as well as the other areas in the Eastern Edge space. Assisting in installation, maintenance, and take-down of all exhibitions in the main and rOGUE galleries, daily cleaning and maintenance of the public areas, gallery sitting during regular opening hours, and assisting with the storage and inventory of equipment and supplies. This is considered a mentorship position, and we encourage the Assistant to seek training and development opportunities from the other Eastern Edge staff.

Responsibilities

- The key responsibility is to assist the Program Coordinator with the coordination, organization, and delivery of all exhibitions, presentations, and programming in the galleries and studio.
- Assisting in the maintenance/preparation of the walls, floor, and overall space, including painting, drywall patching, sanding, and cleaning.
- Assisting with the installation, maintenance, and takedown of exhibitions in the galleries.
- Welcoming and engaging with the public during visits to the gallery, and encouraging attendance and participation in events and activities.
- Gallery sitting as required.
- Assisting in the preparation of documentation of exhibitions, events, and presentations.
- Assisting with the organization and delivery of HOLD FAST Festival, working with the other Eastern Edge team to ensure the festival is a success.
- Assisting with the organization and delivery of Eastern Edge's 40th anniversary celebration.
- Assisting with the organization and delivery of member services.
- Assisting the Operations Manager with inventory checks, storage room maintenance and clean-up, and ensuring the public and staff-only areas of Eastern Edge are kept clean and tidy at all times.
- Postering in the downtown area of St. John's.
- Assisting in set-up and clean-up for events held at Eastern Edge.
- Assisting in research and writing as appropriate.
- Working with the Eastern Edge team to generate social media content.

Gallery Assistant, Eastern Edge – Job Description – June 2024

- Creating and distributing the email newsletter.
- Producing regular status reports on completed work to be submitted to the Operations Manager.
- Following all policies and procedures put in place by the Board of Directors.
- Following all health and safety policies, procedures, and practices, at all times.

Qualifications and Skills

- Experience working or volunteering in a public-facing creative environment, including knowledge of good customer service practices.
- Familiarity with various social media platforms is an asset (Facebook, Instagram, etc).
- Experience using tools, and equipment required for art installation.
- Good interpersonal skills.
- Commitment to fostering and supporting a vibrant artistic community.
- Understanding and ability to follow internal and external policies and procedures.

Physical and Environmental Conditions

- Extended periods of working and standing in public spaces.
- Significant periods of moving and sorting tools, equipment and artwork;
- Some periods of sitting at a desk, using a computer, and attending both online and in-person meetings
- Primarily responsible for gallery installations and exhibition management including lifting and carrying weights up to 20lbs, occasionally above waist height and ascending ladders up to 10 feet, and setting up and operating various technology.
- The work environment occasionally presents exposure to paints, solvents and other chemical hazards. The organization provides personal protective equipment, which must be worn/utilized as described in the Eastern Edge Health and Safety Policy.
- Primarily this position is a Tuesday to Saturday 10 am to 5 pm position, with some evenings and weekend events.
- This is a temporary position (8 weeks), with the potential for extension based on available funding.