

Presentation, Event and Gallery Assistant, Eastern Edge

Established in 1984, Eastern Edge is committed to exhibiting contemporary Canadian and international art, as well as encouraging dedicated and rigorous activity locally. In providing an alternative venue where artists have greater control over how their work is represented, Eastern Edge facilitates critical dialogue concerning issues in contemporary art and society, actively encouraging emerging and established artists whose work speaks to feminist, multicultural, queer, and other diverse perspectives. Eastern Edge aims to provide a supportive space to develop skills, share information and resources, foster community and create a meaningful context for artistic activity.

The Presentation, Event and Gallery Assistant reports to the Presentation and Event 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 attendant during regular opening hours, and assisting with the storage and inventory of equipment and supplies. Ensuring that all health and safety requirements, policies and procedures are followed at all times.

Responsibilities

- The key responsibility is to assist the Presentation and Event Coordinator with the development, coordination, organization and delivery of all exhibitions, presentations and programming in the main and rOGUE galleries.
- Assisting in the preparation of the walls, floor and overall space in anticipation of installation within the main and rOGUE galleries.
- Assist with the installation, maintenance and takedown of all exhibitions in the galleries.
- Welcoming and engaging with the public during visits to the gallery and encouraging attendance and participation in events and activities.
- Assisting as a Gallery attendant as required.
- Assist in the preparation of documentation on exhibitions, events and presentations.
- Assist with the organization and delivery of the HOLD FAST Festival working with the other Eastern Edge team to ensure the festival is a fun, welcoming and creative success.
- Assist the Operations Manager with inventory checks / counts, storage room maintenance and clean-up, putting up posters in the downtown area of St. John's, and ensuring the public and staff only areas of Eastern Edge are kept clean and tidy at all times.
- Assist in set-up, during and in clean-up for events held at Eastern Edge
- Assist in research and writing as appropriate.
- Working with the Eastern Edge team to generate social media content.
- Ensuring that all policies and procedures as approved by the Board are followed and fully implemented at all times.
- Ensuring all health and safety policies, procedures and practices are followed and fully implemented at all times.

Qualifications and Skills

- At least one year experience working or volunteering in an arts organization, artist run centre and or not-for-profit.
- Working toward a diploma or degree in Fine Arts or arts related specialty.
- Experience working in a public gallery or related creative environment including knowledge of good customer service practices an asset.
- Experience using tools, equipment required for art installation an asset.
- 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 space.
- Significant periods of moving and sorting tools, equipment and artwork;
- Some periods of sitting at a desk, using a computer, and attending both on line 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 is a Tuesday to Saturday 10 am to 5 pm position (35 hours a week), with some evenings and weekend events.
- This is a temporary position for the summer (8 weeks total), and is primarily aimed at hiring a youth aged 15-30. This position pays \$19/hour.