

## **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 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 program, 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 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.
- Assisting with the email newsletter as necessary.
- 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

- At least one year of 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, and equipment required for art installation is 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 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.