

Gallery Administrator/Registrar

Gallery 2 – Grand Forks Gallery is seeking a dynamic, experienced arts professional to join the Gallery 2 team as gallery administrator/registrar. This key role provides financial and administrative support to all areas of gallery operation.

Responsibilities:

- Financial Administration– accounts payable and receivable, donation documentation, cash management, payroll and HR administration, budget and grant reporting, and organization of yearly financial review.
- Gallery Coordination – meeting scheduling and documentation, Office 365 account management, provide admin support to gallery director/curator, implement Gallery 2 records management plan, and participate in policy review process.
- Exhibition Support – administer artist contracts, arrange shipping and receiving of artwork, condition reporting, and liaise with artists and curators as required.
- Collections Management – Maintain records related to the permanent collection (approx. 300 works), improve access to collections records, ensure accuracy and completeness of collections database, accession artworks in accordance with collection policy.

Qualifications:

- Experience working in an art gallery or museum.
- University degree in Fine Arts, Art History, Arts Administration, Museum or Archival Studies.
- Demonstrated ability posting financial information, reconciling accounts, and tracking budgets.
- Excellent written and verbal communication skills and a demonstrated ability to work collegially and collaboratively with a broad range of staff and volunteers.
- Exceptional organizational skills and attention to detail.
- Ability to prioritize workflow in order to meet internal and external deadlines.
- Establish and maintain effective working relationships with a variety of internal and external contacts.
- Enthusiastic and passionate about arts and culture.
- Familiar with Office 365 suite and Windows based operating environment, experience with Past Perfect, Sage, and SharePoint is an asset.

Gallery 2 offers a vibrant work environment, opportunities for professional growth, and extended health benefits. This is a full-time (30 hours/week) position with a starting salary of \$30k/year. Ideal start date is March 12, 2019. Please submit a resume and cover letter to tvanwijk@g2gf.ca by 4 pm PST on February 12, 2019. We thank all applicants for their interest; however only candidates selected for an interview will be contacted.