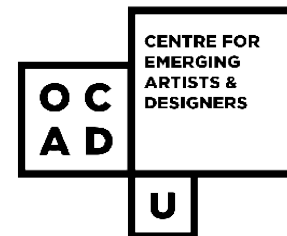


CAREER LAUNCHER: GALLERY ADMINISTRATOR



OPPORTUNITY DESCRIPTION

Sur Gallery and the CEAD are seeking for a part-time Gallery Administrator (GA) who will be responsible to provide administrative and general office support and to execute outreach plans.

Ideal candidate will be self-confident, a highly organized arts professional with strong interpersonal, communication skills and a positive attitude.

Sur Gallery is Toronto's first gallery space dedicated to the implementation of art projects, which showcase and promote contemporary Latin American artistic practices. Initiatives are aimed to socially innovate, critically engage, lending itself to opportunities of national relevance in order to begin to develop global networks of exchange. Sur Gallery is a project of LACAP.

ROLES AND RESPONSIBILITIES

Reporting to the Director/ Curator, the GA will:

- Work collaboratively and coordinate on outreach and communication activities including newsletters, emails and inquiries, as well as, maintaining LACAP and Sur Gallery websites and social media
- Work with the Director/Curator and designer on promotional materials including printed, web and social media outreach strategies required to market events/ productions and plan and execute distribution of materials
- Develop, coordinate and maintain current audiences and new relationships with partners and community organizations including (but not limited to) current and potential audiences, donors, sponsors, partners, members and volunteers
- Organize (as required) and attend LACAP/Sur Gallery events
- Administer financials such as donations and purchases with supervision and direction of Bookkeeper
- Administer Exhibition Assistance applications and sponsorship applications
- Provide other administrative support such as scheduling, office maintenance, database management and report

RATE: \$16/ hour for 18 hours/ week

TERM: Part-time, January 2019 – February 2020 (52 weeks)

DEADLINE: Monday, January 7 2019

PARTNER

SUR GALLERY

www.surgallery.ca

QUALIFICATIONS

- Must have graduated from OCADU in 2017 or 2018.
- Proficiency in website maintenance, social media strategy implementation, database maintenance, word processing, and Excel
- Proficiency in InDesign and Photoshop
- Proficiency in various Apple products and their design software applications
- Flexibility to work extended hours during Gallery events and weekends
- High level of professionalism is a must
- Proficiency in Spanish is an asset
- Knowledge of contemporary Latin American art is an asset

SUBMISSION REQUIREMENTS

- Full contact information (name, phone, and email), a confirmation of eligibility and a current resume.
- A cover letter outlining interest and relevant background
- Three (3) references

SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to the attention of Tak Pham

tpham@ocadu.ca

CONTACT

Tak Pham

Special Project Coordinator,
Career Launchers

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ocadu.ca/careerdevelopment

Find an archive of past initiatives here:

careerlaunchers.format.com

