

Gallery Assistant

ARTSPACE

SYDNEY WWW.ARTSPACE.ORG.AU

Summary

The new Gallery Assistant position will play a key role within Artspace, contributing to the efficient operation of not only the galleries but all aspects of Artspace activity. This role will involve responsibility for the good presentation and safety of the exhibits as well as acting as the point of contact between Artspace and a large portion of our audience. Working in conjunction with the Artspace Technician the Gallery Assistant will assist in the maintenance and general operation of the gallery spaces. The Gallery Assistant will be the key front-of-house contact point for all visitors to Artspace and has general administrative responsibilities within the organisation in relation to reception, databases, correspondence and point of sale.

The position functions over a five-day week Tuesday – Saturday. The Gallery Assistant will be the key person responsible for the efficient running of the Artspace gallery spaces and studios during designated weekend hours, supported by a Weekend Assistant.

The key line responsibility is to the General Manager.

Program

- Provide reception for both front-of-house and telephone enquiries;
- Monitor and invigilate exhibitions and act as point of contact with audiences and other visitors;
- Assist the Artspace Technician to ensure the care, maintenance and good appearance of the galleries;
- Provide general support for participating and visiting artists;
- Assist facilitation of visiting studio artist program in regard to artist arrivals and departures during weekends and visiting artist building and security orientation;
- Assist as necessary in facilitation of Artspace exhibitions (including preparation of signage and room sheets), openings, venue hires, fundraising and other public events.

Administration

- Provide administrative support as required including word processing, photocopying, general correspondence and general filing;
- Assist the General Manager with Gunnerly Tenants Association responsibilities;
- Assist the General Manager in coordinating the Artspace intern and volunteer program;
- Maintain and update Artspace databases;
- In conjunction with the Artspace Technician, manage Artspace I.T. systems (including phone, photocopier and server);
- Maintain Artspace membership records including the sending out of reminder notices and other related correspondence as required;
- Maintain and order general office and gallery supplies;
- Facilitate mailout.

Bookshop / Publications

- Facilitate and record bookshop sales;
- Coordinate membership records, subscriptions and publication mailouts and exchanges;
- Facilitate Artspace's library needs;
- Manage Artspace Multiple inventory, promotion and sales.

The Gallery Assistant will be involved in some way in all of Artspace's public and exhibition activities, including events that can take place outside of gallery hours. Other duties as directed.

Desirable Selection Criteria

- Professional experience within a contemporary arts or related environment;
- Tertiary qualifications in visual arts or a related field;
- Excellent written and interpersonal communication skills;
- Excellent knowledge of contemporary arts practice;
- Ability to work co-operatively in a small office subject to changing demands and workload pressures;
- Demonstrated proficiency in operating word processing, databases, email and desktop publishing in a Mac operating system.

Position: Fulltime, Tuesday – Saturday

Salary: \$38,000

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Office 10am-6pm, Mon-Fri
Gallery 11am-5pm, Tues-Sun

ARTSPACE is supported by the Visual Arts and Craft Strategy, an initiative of the Australian, State and Territory Governments.



ARTSPACE is assisted by the New South Wales Government through Arts NSW and by the Australian Government through the Australia Council, its arts funding and advisory body.



ARTSPACE is a member of CAOs (Contemporary Art Organisations Australia) and Res Artis (International Association of Residential Art Centres).

