

General Description

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie (Gallery) is a place of art preservation, inspiration and exploration. We offer free admission, tours, programs, and activities for all ages. The Gallery presents an average of seven to twelve art exhibitions per year and welcomes approximately 24,000 visitors annually. The Alberta Foundation for the Arts' 'Traveling Exhibition Program' managed by the Gallery, sees participation from approximately 23 venues and 120,000 people annually.

Closing date for application:	Friday, July 23, 2021 at 5pm MST
Position start date:	Flexible, anticipated as August 23, 2021
Work Schedule:	preferable Friday – Sunday daytime; negotiable
Hours:	19 hours per week (22 hours when adding unpaid breaks)
Compensation:	
	▪ \$15,000 - \$20,000 annual salary commensurate with education / experience ▪ The position includes a generous health benefit plan covered by the Gallery ▪ Gallery paid holidays ▪ Development opportunities

Reporting to the Curator, Exhibitions & Collections, the Gallery Attendant (Attendant) has responsibility for some logistics, scheduling, and installation of exhibitions projects; both in gallery and traveling. They further support the Gallery's visitor experience by working at the front reception area. They are responsible for supporting the priorities and attitudes that exemplify the values, professionalism, mission and vision of the Gallery.

The Attendant will build and sustain a positive profile for the Gallery's exhibitions work. They work collaboratively as part of the Exhibitions & Collections team.

Specific Duties

Exhibitions; in gallery and traveling

- Assist in the installation or de-installation of curatorial projects and exhibitions as directed by the Curator, Exhibitions & Collections.
- Develop graphic material (not graphic design) based on provided content related to exhibitions; artwork labels, signage, didactics.
- Print and mail exhibition related material with provided content; education packages, interpretive guides, exhibition pamphlets.
- Run errands related to exhibitions, which may include purchase of supplies or tools, pickup of shipping, and more, as required.

Administration

- Assist with administration of exhibition work area tasks, such as program statistics, report writing, filing and archiving.
- Assist in the coordination of travel, accommodation, and other arrangements for visiting artists, curators and educators related to projects and exhibitions in the work area.
- Complete contracts with vendors, artists, curators and other service providers and cultural workers as they relate to the work area.
- When exhibitions are not led by the Exhibitions and Collections area, assist the other work area, like Learning, with the same duties and responsibilities for exhibitions as assigned by the Curator, Exhibitions and Collections.
- Work collaboratively with other staff to implement Gallery priorities.
- Other duties as assigned by the Curator, Exhibitions & Collections or the Executive Director.

Visitor Experience (front desk)

- Work from the front reception desk and greet all visitors and offer information on exhibitions and programs.
- Answer a wide range of general questions from visitors, in person, by phone and email.
- Maintain a fundamental level of knowledge about the Art Gallery's exhibitions and programs.
- Provide brief informal tours to visitors as required.
- Receive and forward calls to staff.
- Receive payments for registration, operating cash and issuing receipts according to gallery policies.
- Maintain lobby / reception tidiness, keeping area organized and arrange and replenish public information and literature displays.
- Tidy and spot-clean front entrance and other public areas as required.
- Monitor exhibition areas by video surveillance.
- Perform opening and closing procedures as specified.

Qualifications

A Certificate, Diploma or Degree in Fine Arts, Art History, Curatorial or Museum Studies from an accredited education program with a specialization in a Fine Arts related discipline OR equivalent experience.

Assets

- Knowledge of art packing, crating, framing and other preparatory skills
- General knowledge of curatorial practice in an art museum setting; developing exhibitions, artist relations
- Administrative skills; templates, data entry, organizing, filing, archiving
- Computer literacy; MAC environment, Adobe Illustrator/In Design, Office
- Working with the public and delivering a positive experience for visitors

Please send a cover letter and CV, and any inquiries, to:

Curator, Exhibitions & Collections
103, 9839 – 103 Avenue
Grande Prairie, AB
T8V 6M7
EMAIL: info@aggp.ca

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We thank all who may apply, and only those who are short-listed will be contacted for an interview.