Invites applications for the following position(s):

**COMPETITION NUMBER:** 649

**C.U.P.E. Local 3338 – Temporary Position**

**CLERK, GRADE 7**

**SFU GALLERIES**

**POSITION NUMBER:** 108134

**POSITION OUTLINE:**
The Gallery Assistant coordinates openings, exhibitions, and artist talks presented at the Audain Gallery of SFU Woodward's. The incumbent of the position schedules events and exhibitions; coordinates the shipping, installation, and de-installation of Gallery exhibitions; responds to enquiries; provides guided tours of the Gallery; coordinates the activities of volunteers; tracks and maintains records of Gallery expenses; word processes correspondence; and orders Gallery supplies. The Gallery Assistant provides administrative support to the Curator of the Gallery by drafting artist contracts; preparing grant applications; researching and drafting Gallery publications and marketing materials; updating website and preparing HTML announcements; and coordinating activities for the Audain Artist-in-Residence program. Performs other duties and responsibilities consistent with the job description and classification on request. **Please Note:** This is a part-time position working 42 hours bi-weekly, and is located at Goldcorp Centre for the Arts, 149 West Hastings Street, Vancouver, BC. Priority will be given to qualified registered SFU students who must submit a Spring 2018 class schedule with their cover letter and resume.

**QUALIFICATIONS:**
- **High school graduation and completion of one year of post-secondary education in contemporary visual arts, or formal program equivalent.**
- **3 years of related experience.**
- Good knowledge of issues in contemporary visual arts.
- Good knowledge of gallery administration practices.
- Good knowledge of exhibition scheduling, installation and de-installation.
- Good knowledge of art protocols and art presentation techniques.
- Good knowledge of proper art handling techniques.
- Basic knowledge of equipment commonly required in the presentation of contemporary art exhibitions (e.g., projectors, monitors, and audio equipment).
- Excellent oral, written and interpersonal and communication skills.
- Excellent organizational skills.
- Excellent editing and proofreading skills.
- Excellent analytical reasoning and problem-solving skills.
- 50 words per minute keyboarding with a high degree of accuracy.
- Ability to use word processing, database, spreadsheet, graphic design, e-mail and website applications at an intermediate level.
- Ability to research and draft written materials and publications.
- Ability to handle confidential material with discretion.
- Ability to exercise mature judgement and initiative.
- Ability to work independently.
- Ability to lift, move or carry materials weighing up to 15 kg.
- Ability to work flexible hours, including occasional evenings and weekends.
-.or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

**HOURLY SALARY:** $22.84

**START DATE:** February 6, 2018

**POSITION END DATE:** February 28, 2019

A detailed resume and cover letter quoting **Competition #649** must be received in our office by **4:30 pm on November 14, 2017**, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)