

VANCOUVER ART GALLERY ASSOCIATION
FULL-TIME POSITION AVAILABLE
ADMINISTRATIVE ASSISTANT

Reporting to the Associate Director & Chief Curator, the incumbent will provide administrative assistance to the Chief Curator and to the Curatorial Department by: coordinating departmental communications; coordinating meetings and appointments; developing and maintaining departmental records, filing systems and administrative procedures; drafting routine responses, standard letters and memoranda; preparing reports and presentation materials; making travel arrangements and filing expense claims; tracking contracts and related expenses; opening, sorting and prioritizing mail; and coordinating small projects and special events.

The incumbent will utilize knowledge of contemporary and historical visual art, art gallery procedures to assist with the organization of exhibitions, publications and acquisitions that the Chief Curator is involved in.

The incumbent will respond to public inquiries regarding the Gallery, its exhibitions and collections referring more complex questions to staff.

DUTIES:

Provides administrative support to the Associate Director & Chief Curator by:

- making appointments and maintaining calendar for Associate Director & Chief Curator to optimize work schedule;
- maintaining an integrated annual planning calendar for the Curatorial Division;
- coordinating divisional meetings;
- typing a variety of correspondence, memos, reports, forms, speeches; creating PowerPoint presentations;
- maintaining spreadsheet and database programs;
- opening, sorting and prioritizing incoming mail;
- drafting responses, standard letters and memos as directed;
- writing and distributing minutes;
- gathering information on exhibitions to compile final reports;
- making travel arrangements and compiling travel claims for Associate Director & Chief Curator.

Provides administrative support for the Curatorial division by:

- developing and maintaining administrative standards and procedures for divisional filing, archiving and paper processing;
- responding to public inquiries regarding the Gallery, its exhibitions and collections, referring complex questions to curators and other staff;
- coordinating administrative and inter-departmental projects (newsletter, annual report) on behalf of Associate Director & Chief Curator and curatorial group;

- soliciting information, following up on responses and undertaking basic research to locate information;
- summarizing material and recommending follow-up action to the Associate Director & Chief Curator;
- responding to and redirecting, as appropriate, inquiries from and acting as a resource to Gallery staff and external sources regarding divisional policies and procedures;
- making travel and hotel arrangements;
- identifying, defining and resolving problems as appropriate;
- organizing orientation for all curatorial staff; developing and maintaining a departmental procedures manual; producing simple graphics for departmental needs.

Supervising the work of regular and/or temporary administrative support staff in the Division; maintaining workload, distributing assignments and providing backup support where necessary.

QUALIFICATIONS:

Completion of Grade Twelve supplemented by business system courses and university courses in visual arts or a related field, such as curatorial/museum studies. Three years experience working in an administrative or operational support capacity in a cultural institution with experience in organizing exhibitions and publications.

SALARY: Pay Grade 17, Step 3 \$23.93 per hour

HOURS: 5 days per week, 7 hours per day.

Please submit your resume by Friday, September 21 to Debra Nesbitt, Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086 or email hr@vanartgallery.bc.ca.

We thank all applicants for their interest; however, only those short-listed will be contacted.