

## Art Gallery Coordinator's Assistant

### JOB OFFER FOR STUDENT

#### Description of the organization:

**Arts Sutton Gallery** is a non-profit contemporary art gallery founded in 1980. The Gallery organizes 10 exhibitions a year and a series of conferences and workshops. Arts Sutton is managed by volunteers and is supported by public and private donations, memberships and the sale of artworks.

#### Duties:

Under the supervision of the Gallery Coordinator, the person will:

#### Administration:

- Provide administrative support (writing, billing, contracts, etc.)
- Handle reception tasks (greet visitors, provide information about the Gallery and its activities, answer the telephone, respond to inquiries from the public)

#### Organization of activities:

- Carry out various organizational tasks related to the Gallery's activities (prepare press kits, help put up and take down exhibitions, do signage, prepare various documents, etc.).

#### Qualifications:

- Highly proficient in spoken and written French
- Basic knowledge of English
- Excellent organizational abilities and a self-starter
- Professionalism
- Completely familiar with the Windows PC environment
- Knowledge of the visual arts an asset

#### Working conditions:

This is a contract position of 35 hours a week, for about 13 to 16 weeks (to be determined).

**The candidate must be eligible for the *Canada Summer Jobs* funding program.** The candidate should be between 15 and 30 years of age at the start of the employment and have a postsecondary diploma. He should have been registered as a full-time student in 2007-2008 and intend to return to school on a full-time basis in Fall 2008.

#### Start date:

The contract begins in May or June, 2008 (to be determined).

Please submit your résumé no later than Sunday, May 16 to the following address:

#### Arts Sutton Gallery

7 Academy Road, Sutton, Quebec, J0E 2K0

or by email: [info@artssutton.com](mailto:info@artssutton.com)

or by fax: (450) 538-6726

Only candidates selected for an interview will be contacted.