JOB POSTING

Gallery Coordinator
MUSEUM LONDON – WESTERN – FANSHAWE

**Satellite Project Space** seeks a Gallery Coordinator. The successful candidate will be an organized and personable individual with an understanding of gallery procedures and contemporary art.

Working under the direction of the Satellite Advisory Board this position works closely with faculty, students, alumni, promotional avenues, and general public.

**WORK PERFORMED**

**Exhibition Coordination**
To assist with the coordination, planning and presentation of exhibitions and public programming activities:
- solicit preferred timeshare dates from partners and draft yearly timeshare calendar
- communicate and coordinate external requests for gallery use with timeshare partners
- provide information to partners in gallery matters (timeshare dates, gallery floor and 3D plan, sitter instructions, etc.)
- communicate with partners in the promotion of exhibitions including advertising design, collect exhibition information, blurbs
- maintain basic supplies of materials and tools required for installations and daily gallery maintenance; ensure basic maintenance and cleaning of the gallery space, backroom and washroom, and arrange upgrades in consultation with Chair & partners
- refurbish gallery between exhibitions or arrange professional refurbishment of the gallery if requested by the partner
- assist with partners’ joint programs/initiatives as requested, and annual award exhibition supervision
- a total of 11 hours per week, including one to two afternoons of gallery office hours that foster and maintain a stable presence in the gallery
- student and exhibitors: communication considering gallery protocols and gallery openings
- write reports as necessary

**Communications**
To foster ongoing communication to encourage the smooth operating of the gallery, enhance partner cooperation and public awareness and engagement, and develop a successful record of Satellite’s activities:
- report to Chair in monthly meetings
- attend Steering Committee meetings, prepare agenda, write and distribute meeting minutes, in consultation with Chair
- send reminders about all exhibitions and events to all partners whenever information is available, to promote cross-engagement
- maintain and regularly update website and social media page based on materials received from partners, and duration of exhibition maintain an inventory of images and documentation to promote Satellite
- foster Satellite’s contact with the community and media through public relations, and utilize free marketing channels, online event calendars and community boards.
- mentor and supervise intern(s) and/or work studies students when meaningful internship can be offered in the gallery
- write grant applications in consultation with Chair and partners and prepare a yearly grant report to City of London’s Community Grants Program.
QUALIFICATIONS

Alumni of Western BA, BFA, MFA, PHD, and/or Alumni of Fanshawe Fine Art Advanced Diploma Preferred

The incumbent should have experience with gallery procedures, be able to communicate with artists and a variety of students, have an understanding of contemporary art; as well should possess excellent written and oral communication skills, and able to work with local art communities. Experience with art practices, art education, art history, museum studies, or other related disciplines are a requirement.

Knowledge of and compliance with Museum London policies and procedures and the safety rules and laws prescribed the Occupational Health and Safety Act and Regulations of Ontario as outlined in Section 28 (1) and (2) of the Act.

SKILLS/ABILITIES

Basic knowledge of word processing, spreadsheet software and audio-visual equipment is required.

Preference will be given to candidates with supervisory experience, first aid and High Five certification.

Applicants should have familiarity with grant writing and possess excellent budgeting, communication, interpersonal, organizational, and time management skills. The candidate will have the ability to work independently and collaboratively, be able to multi-task and play a leadership role on multiple projects. A sound knowledge of the principles of education, and an ability to meet deadlines are requirements for the position.

JOB FEATURES:

It is an eleven-hour work week with flexible times. Given the nature of the position, evening and weekend work is occasionally required.

Position commences September 1st, 2020, with a possibility of a renewable one-year contract.

Museum London is an equal opportunity employer. We thank all applicants but must advise that only those selected for interviews will be contacted.

Please submit electronic PDF documents with subject title, SATELLITE COORDINATOR, that includes: Letter of Interest, CV, 2 names of references

Hourly pay range: $20-$25 commensurate with experience.

Applications should be submitted no later than 12 noon Friday, July 3rd, 2020 to:

Brian Meehan, Executive Director
Museum London
Re: Satellite Coordinator
E: bmeehan@museumlondon.ca