

**Job Title:****Gallery & Events Coordinator****Reports To: Artistic Director****Primary Objective:**

In a team environment, this position will focus on two key roles for a new art hub in Waterloo Region. One key duty is to oversee the daily retail operations of the art gallery the Three Sisters Cultural Centre manages in its new facility in St. Jacobs, Ontario. The second duty is to coordinate the planning and implementation of events hosted at or by the Centre.

Frequently interacting with local artists will be required to coordinate the receiving and selling of their work on a consignment basis for the gallery. As well as coordinating artists to participate in events by offering workshops, demonstrations or performances.

Managing all phases of events and exhibitions will be an ongoing task, as the Centre continuously hosts activities for both the public, in the form of live music concerts or exhibitions featuring local artisans or hosting special and private events as the event space in the Centre is rented out.

**Key Responsibilities:*****Gallery Coordination***

- Manage the daily retail operations of the gallery
  - Coordinate the work of support staff
  - Manage the displays of art for sale
  - Track items and sales in Square
  - Complete sales of gallery items - packing and shipping coordination as required
- Work with local artists to sell their work and confirm consignment agreements
- Research and source local artists that will provide products and/or facilitate workshops

***Event Planning***

- Project planning and budgeting – critical path and resource schedules
- Work with new and established vendors to provide program requirements
  - Local artists and musicians
  - Catering vendors – obtaining SOPs as required
  - Coordinating volunteers
- Implementation of events
  - Supervise events from set-up to tear down
  - Managing ticket sales
  - Communicating with clients
  - Tracking event expenditures
- Work with marketing staff to coordinate content for event promotions.

**Education / Experience Requirements:**

- Bachelor's degree in Museum/Gallery Administration, Event Management & Planning, or hospitality administration.
- College Certificate: Event management or gallery administration.
- Experience 1-2 years in retail, event implementation and public relations.

**Behavioural Competencies:**

- Customer service skills
- Communication – verbal and written
- Negotiation skills
- Self-discipline & time management skills
- Problem solving and strategic thinking
- Teamwork and collaboration
- Creativity and innovation
- Building business relationships with industry and partners
- Planning and organization
- Project Management

**Professional / Technical Competencies:**

- Digital technology knowledge: including POS systems (Square), MS Office programs, email platform, and internet use.
- Knowledge of art gallery administration.
- Understanding of the creative industries.
- A Driver's license and access to a vehicle is an asset.

This position is funded in part from the Government of Canada through the Canada Summer Jobs program. Applicants must be between the age of 15 and 30 and be legally entitled to work in Canada. International Students are not eligible.

The contract for this position ends September 3, 2022 and has the potential to be extended.

**Hours of Work: 35 hours a week**

**Tuesday to Saturday; 9:00 am to 5:00 pm**

Adjusted hours will be required as needed for event management outside regular hours.

**Hourly Rate: \$20.00 to \$25.00**

**Work Location:** Majority of work will take place at the Three Sisters Cultural Centre, 1370 King St. N, St. Jacobs, ON.  
Meetings and work will also take place of site with artists, clients and vendors.

Qualified Applicants can submit their resume to [adrienne@threesisterscentre.ca](mailto:adrienne@threesisterscentre.ca).

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