

EQUINOX GALLERY  
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## EMPLOYMENT OPPORTUNITY

### Equinox Gallery | Gallery Assistant

#### POSITION SUMMARY

Reporting to the Gallery Director, this position works closely with other staff in managing day-to-day operations of the gallery, focusing on administrative management of the gallery's art inventory database and assisting with artwork installations.

This position is part-time at three days per week, 10am to 5pm, with a potential increase in hours. Ideal workdays are Thursday, Friday and Saturday with some flexibility.

#### RESPONSIBILITIES

- Technical oversight of art inventory database including ongoing tracking of information on all inventoried art, cataloguing and uploading of new works into database, regularly researching and reappraising artwork values, producing inventory reports.
- Receiving and delivering artworks and installing as required
- Coordinating day-to-day office operations such as managing client database, ordering office supplies/equipment, obtaining quotes and arranging artwork shipments
- Welcoming clients and visitors, answering gallery phone, and responding to email inquiries
- Addressing other needs as they arise.

#### QUALIFICATIONS

- Exceptional attention to detail and organizational skills are essential to this role's success
- Excellent administrative skills, including record maintenance and/or bookkeeping experience
- Post-secondary education in art history, visual art, or related experience in a gallery or museum setting; demonstrated interest in contemporary and/or historical Canadian art
- Positive and energetic demeanor with a desire to excel in a fast-paced, collaborative environment
- Excellent written and oral communication skills with English proficiency; Mandarin or other second language fluency an asset
- Driver's License required.

#### APPLY

Equinox Gallery is committed to a respectful and inclusive environment for all its employees.

Please submit your application with cover letter and resume to [info@equinoxgallery.com](mailto:info@equinoxgallery.com) by midnight, Monday, March 29th with the subject: Gallery Assistant Position. Only the candidates selected for an interview will be contacted.