

Job Posting

Full-time | In Person | Tuesday–Saturday, 10:00 a.m.–5:00 p.m. | Vancouver, BC

Equinox Gallery is seeking an organized, personable, and highly motivated Gallery Associate to join its team. Key responsibilities include artwork handling and installation, as well as gallery communications.

Founded in Vancouver in 1972, Equinox Gallery is one of Canada's leading contemporary art galleries. Equinox Gallery works with contemporary artists, artist estates, and the secondary market supporting the research, presentation, and placement of important Canadian artworks.

Reporting to the Gallery Director and working closely with the 5-person gallery team, the Gallery Associate will support the gallery's day-to-day operations, communications, sales, and exhibitions. The incumbent will coordinate artwork installations and logistics, maintain the gallery website, support sales, and manage communications.

This is a central role within a small, collaborative, and fast-paced organization. The successful candidate will bring exceptional administrative and organizational skills, sound judgment, technical confidence, and a demonstrated knowledge in Canadian art. They will be comfortable managing detailed information independently, balancing multiple priorities, and taking ownership of essential operational systems.

Responsibilities

- Coordinate and manage installation, and de-installation of artworks in the gallery
- Coordinate shipping, transportation, delivery, and related logistics
- Communicate professionally and effectively with clients, collectors, artists, museums, curators, and other members of the arts community in response to their needs
- Prepare and distribute email campaigns, exhibition announcements, invitations, and other gallery communications
- Maintain and regularly update the gallery website, including exhibition, artist content, available artworks and related materials
- Provide administrative and organizational support for sales activities, including preparing client materials, artwork information, price information, invoices, and other documentation
- Assist with client follow-up and maintain accurate client and contact records
- Welcome clients and visitors to the gallery
- Obtain quotations and communicate with shippers, installers, clients, artists, and other external service providers
- Assist with the coordination of day-to-day gallery and office operations
- Maintain organized digital and physical files and support the ongoing management of gallery records
- Support special projects and address other gallery needs as they arise

Qualifications

The ideal candidate will have:

- Experience with artwork installation
- Experience with receiving and handling artwork
- Experience with gallery logistics including shipping, delivery or exhibition logistics
- A minimum of two years of relevant experience in a commercial gallery, museum, arts organization, or related professional environment
- An understanding of and knowledge of Canadian art, including contemporary and historical Canadian art
- Excellent written and verbal communication skills
- Strong interpersonal skills and the ability to communicate professionally and confidently with a wide range of clients, collectors, artists, museums, and service providers
- Exceptional organizational and administrative abilities, with strong attention to detail and follow-through
- The ability to manage multiple projects and competing priorities while maintaining accuracy and meeting deadlines
- Proficiency with Microsoft Office and Mac operating system
- Post-secondary education in art history, visual arts, arts administration, museum studies, or a related field is an asset
- Experience supporting sales, preparing client materials, or working with artwork inventory is an asset
- Bookkeeping or financial administrative experience is an asset
- Sound judgment, discretion, initiative, and the ability to work independently
- A positive, collaborative, adaptable, and solution-oriented approach
- A genuine interest in contributing to a small, energetic team
- A valid BC driver's license

Position Details

This is an in-person, full-time position, with regular hours from Tuesday through Saturday, 10:00 a.m. to 5:00 p.m. Some evening hours will be required for exhibition openings, artist talks, special events, and other gallery activities.

Start date: September 2026

Salary: Commensurate with experience

Benefits: Health and dental package

To apply, please submit a cover letter and résumé to sophie@equinoxgallery.com, with “Gallery Associate” in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.