



# studiosixtysix

POSITION: Gallery Assistant (Intern)

LENGTH: From approximately Wednesday, August 30 to Saturday, December 30, 2017 (4 months)

Founded in 2013, Studio Sixty Six is an Ottawa art gallery devoted to showcasing emerging artists from in and around the Ottawa area and across Canada. We focus on diverse solo shows to help budding artists launch and develop their artistic careers. As part of our art gallery's program we provide art lovers, art collectors, and designers with the opportunity to access the best new emerging artists' work for sale.

## GENERAL DUTIES & RESPONSIBILITIES:

- Marketing: assistance of Gallery Manager to advertise and market exhibitions via various digital platforms as well as dispersal of print invitations
- Gallery Maintenance: Painting, patching gallery walls, installation and deinstallation of artwork, various other assistance as needed
- Events: assistance at exhibition openings and special events
- Gallery administration: Invoicing, spreadsheets, scheduling, records management, answering general queries, monitoring of general email account
- With a small staff and intimate work space, we provide a unique opportunity for a student or young professional to be involved in the day to day tasks of an art gallery

## QUALIFICATIONS:

- Excellent English written and verbal communication skills
- Strong eye for detail
- Ability to work independently and as a member of a small team
- Computer literacy is required, including proven skills of Microsoft Office, Excel
- Experience with social networking platforms required
- Must have an appreciation of the arts
- Design experience including use of Adobe Creative Suite considered an asset
- An academic background in Museum Studies, Studio Art and/or Art History or Communications and/or Marketing considered an asset
- Bilingualism (French) considered an asset

## TIME REQUIREMENT:

- 8 to 10 hours per week to be run from August 30 - December 30, 2017. Specific dates to be decided as per the schedules of Intern and Gallery Manager.

This position is non-remunerated, however interns are eligible for paid commission of all artwork sold by them. This position can also be used for school credit pending school specifications and approval. Previous interns have utilized references by Studio Sixty Six to garner employment in the arts in Ottawa and beyond. Studio Sixty Six recognizes the importance of education in the lives of potential interns and are flexible and amenable to the schedules of students.

Studio Sixty Six is an equal opportunity employer and encourages applications from self-identified Indigenous applicants and people of colour.

We thank all who express interest in this position, however, only those selected for an interview will be contacted.

Please send your resume and cover letter to: Rose Ekins, Gallery Manager & Curator at [rose@studiosixtysix.ca](mailto:rose@studiosixtysix.ca) **no later than 11:59pm on Tuesday, August 15.**