



Kootenay Gallery of Art, History and Science Society

Administrative Assistant – Job Opportunity

Are you interested in working in a fun and artistic work environment? Kootenay Gallery of Art, History and Science Society is looking for an Administrative Assistant to perform a variety of administrative and clerical tasks, as well as, support to the Executive Director and the Gallery Curator.

The ideal candidate would have excellent oral and written communication skills and be able to organize their work using MS Word, Excel, PowerPoint, Outlook, and a computerized accounting program i.e. Sage. Desktop Publishing would be considered a desirable asset.

Reporting directly to the Executive Director the duties of the Administrative Assistant would ultimately include the efficient and smooth day-to-day operation of our office including:

- Professionally represent the gallery and provide an excellent guest experience for gallery visitors
- Assist Gift Shop customers with their purchases, process sales using a point-of-sale system, reconcile daily sales reports
- Liaise with artists and volunteers
- General Office Duties
- Organizing and scheduling meetings; taking detailed minutes and distributing them
- Assist in report and grant writing
- Assist with Gallery exhibits and events
- Market/Media – promote the gallery through all platforms (press releases, digital, social media)
- Upkeep the Gallery website
- Develop and maintain a filing system
- Other duties as required

120 Heritage Way
Castlegar, BC V1N 4M5
250-365-3337
kootenaygallery@tleus.net
www.kootenaygallery.com

The Administrative Assistant Qualifications include:

- High School diploma; additional post-secondary education, IE. Administrative Assistant, or related field
- An interest in art and knowledge of the regional arts community
- Excellent written and verbal communication skills
- High level of professionalism and ability to effectively communicate with artists, volunteers, members, and the public
- Customer service or retail experience
- Proficiency with Microsoft Office
- Available to work a varied work schedule and additional hours based on operational demands that may include day, weekend, and/or evening shifts.

Hours – between 15 – 22.5 hours per week

Salary – \$22.00 to \$24.00 per hour

Start – ASAP

Some evening and weekend work may be required.

How to Apply

Send your resume and cover letter by email to: kootenaygallery@telus.net (Please write “Art Gallery Administrative Assistant Position” in the subject line.)

Deadline for Applications

January 31, 2023 (12:00 pm noon) PST

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