



## **PART-TIME MANAGER'S ASSISTANT JOB DESCRIPTION**

Under the supervision of the Gallery Manager, the Manager's Assistant will:

1. **Assist with preparation and promotion of exhibitions, programs and events.** This will include preparing display materials, delivering printed posters around town, submitting information to online events calendars, updating the Gallery's website and Facebook page, and delivering artwork to our satellite exhibition space at the Town Hall.
2. **Track and record statistics on all Gallery operations and programs in Excel spreadsheets.** This will include information on exhibition visitors, school visits, artists' talks, fundraising events, and participation in workshops and children's programs.
3. **Enter various kinds of data into Gallery database using Microsoft Access** (training will be provided).
4. **Act as Gallery Attendant when a volunteer attendant is not scheduled or available.** This will include opening the gallery to the public, greeting visitors and providing information on the exhibition, overseeing the artwork, handling sales and accurately recording sales information, and tracking visitor numbers.
5. **Assist with recording revenues.** This will include transcribing information from sales receipt books into Excel spreadsheets.
6. **Administer Gallery memberships.** This will include handling sales of new memberships, issuing new membership cards, recording information in the Gallery database, adding new members to the mailing list, and maintaining the supply of membership packs.
7. **Administer rentals of the gallery exhibition space by third parties.** This will include checking availability on the Gallery online calendar, adding rental bookings into the calendar, invoicing renters and issuing rental agreements, and tracking payments.
8. **Assist the Gallery Manager in preparation of documents** such as letters and contracts for exhibiting artists, and applications for funding and grants. This could include both preparation of draft documents and the assembly of related background data or information.
9. **Assist with scheduling volunteers.** This will include phoning volunteers in order to fill empty shifts in the volunteers' calendar, and giving orientations to new volunteers.
10. **Assist with general gallery maintenance as required.** This will include purchasing and replacing lightbulbs, maintaining organisation of the front desk, office, and storage cupboards and areas.
11. **Undertake other related tasks as assigned by the Gallery Manager.**