

The Guild is hiring

The Guild is a Not for Profit/Registered Charity Arts and Culture Hub with a provincial mandate to support new, emerging and professional artists, creative industries, and community organizations through subsidies, mentorship, training and professional development opportunities. We present and produce first class theatre 12 months of the year in our 140 seat black box performance space. Our Gallery at The Guild presents 6 months of curatorial artists paid exhibitions and an additional 6 months of community based exhibits in our public gallery yearly. We also offer versatile rehearsal space for artists as well as networking and promotional opportunities for Island artists, the public and the cultural sector.

Job Description- Gallery Assistant

- Under the direction of the Guild's Operations Manager, liaise with partnering organizations and coordinate administration of various aspects of exhibitions including calls for submissions, selection juries, and the preparation and issuing of contracts to exhibiting artists. This will include all exhibits in the gallery; both the community and professional exhibits and other events held in the Gallery
- In coordination with the Manager of Operations, insure the gallery space is maintained throughout & between exhibitions
- Assist to promote, advertise and market shows on all media including but not exclusive to social media and the Guild's website insuring it aligns with the marketing and branding policies of The Guild.
- Following installation of exhibitions meet with artist(s) and community groups involved and prepare clear written instructions for themselves in addressing any and all aspects of the exhibits
- Following installation and prior to opening meet with Operations Manager to discuss any concerns as mentioned above, any vulnerabilities related to the work, and/or critical pathways which need to be maintained when the space is being used for other purposes.
- Be available for Exhibit openings and work with Operations manager to organize these events and any other events which occur in The Gallery or related.
- As part of The Guild team, the person must be flexible and willing to pitch in on various other administration type roles as needed; example; front of house, box office, social media and other events based tasks.

The Guild invites interested applicants to send a resume and cover letter for the position of Gallery Assistant to manager@theguildpei.com by Friday June 26th 2020.