

Job Posting

Gallery Assistant

Pierre-François Ouellette art contemporain seeks a Gallery Assistant for its Montreal gallery. Qualified candidates should be highly personable, proactive, motivated, and have strong communication skills. Previous experience at a gallery, museum, or comparable arts organization is preferred but not required.

Responsibilities include, but are not limited to:

- Greet visitors and interface with the public
- Field and direct incoming phone calls
- Open and close the gallery, as needed
- Prepare and update price lists for exhibitions and requests
- Manage all movement of art (e.g., shipping, receiving, framing, and placement in gallery inventory)
- Provide general administrative support
- Maintain general office and technical supply inventories
- Assist with gallery opening and after hours special events
- Assist the Director and Gallery Coordinator with preparations for exhibitions, art fairs, and travel
- Assist with building maintenance and special projects
- Organize and maintain common spaces and work areas
- Maintain a considerate atmosphere and mindful client/gallery conduct

Requirements:

- Strong written and verbal communication skills
- Excellent writing/editing/judgment skills
- Bilingual (French and English) - written and spoken
- Ability to handle and prioritize a high volume of projects with speed and accuracy
- Must be a proactive team player
- Awareness of a tidy and quiet work environment
- Comfortable with manipulation of artwork and fragile items
- Detail-oriented and deadline driven, with strong organizational and time management skills
- Punctual and autonomous
- Knowledge of image editing and database software in a Mac environment
- Interest in the contemporary art world

Position hours are 4 days a week, 11am to 5:30pm. \$17/hr.

Candidate will occasionally need to work additional hours. Only candidates selected for interviews will be contacted. No calls or walk-ins please.

Please submit your CV, cover letter, and two professional references by email to **emplois@pfoac.com** .