

We're hiring

The gallery is currently seeking a part-time Gallery Assistant, someone who is enthusiastic, knowledgeable, organized, and customer services oriented.

Job Title: Gallery Assistant | Norberg Hall

Terms: Part-Time, Permanent Position

Range: 15 hrs per week

Wage: determined upon experience

Please submit a cover letter + resume (with references) to:
info@norberghall.com

Job Summary: The Gallery Assistant will work closely with the Gallery Director(s) to ensure the smooth operation of the gallery and assist with the day-to-day tasks.

Ongoing Responsibilities:

- Provide respectful + exceptional customer service to artists, collectors, gallery visitors + clientele.
- Professional correspondence + general office admin tasks.
- Process sales transactions + invoices.
- Upkeep art inventory, consignments + artists PDF's.
- Tend to the gallery website, including content + images.
- Assist with the preparation of artwork for exhibitions, including packaging, + shipping.
- Assist with the preparation, installation, + dismantling of exhibitions.
- Maintain organization of the gallery space.

Skills, Abilities + Requirements

- Exhibit a strong attention to detail + observation.
- Demonstrate excellent communication skills (verbal + written).
- Time-management + organizational skills a must.

NORBERG HALL

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(403) 206-9942
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- Punctual, trustworthy + responsible.
- Confidential.
- Proficiency in macOS, Adobe Creative Suite, Word Press + Microsoft Office.
- Digital photography skills preferred.
- Capacity to meet deadlines + work comfortably in high-energy, fast-moving environment.
- Ability to respond well to guidance, mentorship + willingness to learn gallery protocol.
- Ability to work independently + as part of a team.
- Knowledge of + interest in visual culture + contemporary Canadian art.

We recognize that skills + abilities are not necessarily accompanied by institutional accreditation. Experience working in a gallery or museum setting is preferred although not necessary.

Deadline: applications will be reviewed on an ongoing basis until the position is filled.