

Job Posting – Operations and Programs Lead

Gallery 2 – Grand Forks Art Gallery is seeking an experienced Operations & Programs Lead to join the team. You have extensive administrative experience and a love of spreadsheets, demonstrate a commitment to the importance of contemporary and historical art, and have outstanding organizational and communication skills. Reporting to the Director/Curator, the Operations & Programs Lead assumes the lead role in both financial administration as well as researching, planning, developing, promoting, implementing, and overseeing programs related to on-going exhibitions, public programs, studio programs, school programs, community events, and community-based projects. This position requires a keen eye for detail, situational awareness, a sense of humour, and the ability to multi-task and prioritize.

This is a full-time, salaried position located in Grand Forks, BC. based on a 35-hour week. The starting salary is \$40,000 yearly. Core hours are 9:30 – 4:30 Tuesday to Saturday with occasional evenings and weekends. Gallery 2 offers a competitive total compensation package including flexible hours, health benefits, paid sick leave, and vacation.

Please submit a cover letter detailing your vision and resume to director@g2gf.ca. We thank all interested applicants; however, only short-listed candidates will be contacted. This position will remain open until filled.

About the Gallery

Gallery 2 - Grand Forks Art Gallery is located on the unceded traditional territories of the Sinixt and Sylix Nations; the gallery serves an area stretching from Kelowna to Castlegar in the southern interior of British Columbia. Featuring engaging contemporary art exhibitions, an artisanal gift shop, and a vibrant art rental program; the gallery provides visitor information and experiences to tourists and locals alike. Since 1984, Gallery 2 has delivered professional exhibitions and programming that expand our audience's understanding of the world, push boundaries, and provide unique perspectives.

As one of very few public art galleries located in rural BC, Gallery 2 features a conceptually rigorous, artistically ambitious, and locally relevant exhibition program working with local, regional, and national artists. Cohesive, interrelated exhibitions themed across multiple galleries integrate locally relevant issues into the larger art and culture context.

Gallery 2 connects its audience with the broader visual arts community. Working with curators and partner institutions to deliver arts and culture exhibitions and programs, Gallery 2 engages regionally and provincially. Through creativity and collaboration, we are building a resilient, relevant, and inclusive gallery that is a cornerstone cultural institution for the citizens of Grand Forks and the Boundary region.

Position Accountabilities

Organizational Administration and Operational Support (40%) – Providing financial and administrative support for all areas of gallery operations as well as seamlessly bridging front and back of house requirements to meet the needs of internal and external gallery stakeholders:

- Bookkeeping, accounts payable and receivable, tax and financial reporting
- Monthly bank and gift shop reconciliation
- Scheduling meetings, establishing agendas, preparing minutes
- Point of sale administration, reconciliation, and reporting
- Prepare Gift Shop consigner and Art Rental art payouts
- Records management and organizational filing
- Visitor Services and Gift Shop desk coverage as required
- Assist with Gallery 2 fundraising and special events as required

Program Development and Delivery (60%) – lead facilitated education programs, identify and sustainably grow opportunities for children and youth programming at Gallery 2, and build a regional culture of curiosity through comprehensive public program offerings:

- Provide exhibition specific programs for local and regional school groups.
- SD51 teacher outreach and engagement to promote and improve programs.
- Identify opportunities to intersect exhibition content with school curriculum
- Implement after school, spring break, and Friday programs for children and youth
- In collaboration with the Director/Curator, recruit and supervise summer students
- Identify opportunities for expanded programming including Columbia Basin Culture Crawl, Indigenous Peoples Day, Orange Shirt Day, BC Culture Days
- Develop community connections for workshop and program facilitation

Qualifications & Competencies

- Interest in contemporary art, art history, and craft
- Ability to work within the Office 365 environment – Outlook, Word, Excel, PowerPoint, and SharePoint
- Post secondary education in education, fine arts, art history, or another related educational experience
- Experience delivering education and public programs to a range of age groups – both direct delivery and coordinating external facilitators
- Ability to communicate program offerings clearly and concisely to internal and external stakeholders
- Curious, creative, and thoughtful
- Adaptable and flexible; able to work within a small team environment and manage competing priorities
- Experience working in not-for-profit or small business environments
- Proactive approach to developing organizational processes
- Experience with IT hardware, Quickbooks, Lightspeed POS, Adobe, and Past Perfect programs is considered an asset