
Job Description: **Gallery Manager**

About Us:

Kostuik Gallery is a contemporary art gallery located in the Yaletown neighbourhood of Vancouver, B.C. Established in 1997, Kostuik Gallery represents both established and emerging artists from Canada, the U.S. and Europe. They specialize in small and large scale commission-based projects, framing, local delivery and installation, and shipping worldwide. Since 2001, Kostuik Gallery has participated in international art fairs and shows in New York, Los Angeles and Miami. We are searching for a Full-Time Gallery Manager to join our growing team.

About You:

We think you'll enjoy being a part of our team if you are looking to take your art gallery career to the next level. Working alongside a collaborative, small and energetic team you will be responsible for assisting with client relations, art sales, maintaining artist relations, and executing solo and group exhibitions and special events.

You are able to discuss the gallery's artists' artwork, background and inspiration with prospective art buyers and attend to service needs with existing clients in a friendly and outgoing manner. You are able to handle and move artwork with attention and care, and you are able to oversee the vast inventory of art images and artwork. You are able to think on your feet and are incredibly resourceful. "Organization" may be your middle name and you can take direction and feel comfortable with priorities changing on the fly. You have a keen eye for detail not only when it comes to making sure a piece of art is level but also when putting together a press release.

You may be proficient at working on a Mac platform and Photoshop. Having knowledge of InDesign is a bonus for marketing assignments. You may have experience with social media including Instagram and Facebook and could be savvy at online communications. You could have a post-secondary degree in Art History, Interior Design, Marketing or Liberal Arts. You must have previous experience working in an office setting to be successful as the Gallery Manager.

A typical week in the life of the Gallery Manager looks like:

- Planning for upcoming gallery events or shows
- Corresponding with clientele and artists, including facilitating off-the-street customers
- Creating tear sheets on artists, compiling portfolios of art series, coordinating media postings and maintaining the company website
- Maintaining the current art collection
- Preparing sales and/or shipping invoices as needed
- Managing the day-to-day priorities and scheduling along with meeting (ideally exceeding) monthly sales goals

As the Gallery Manager, your schedule will be Tuesday through Friday from 10 am to 6 pm, Saturday from 10 am to 5 pm, and one Sunday a month from 12 pm to 4 pm. When it is safe to do so, travelling within Canada, to the U.S. or other countries is optimal for international art fairs, shows and other projects. A valid driver's license would be ideal for bringing art to the framers or visiting a client's home or office.

If all of this resonates with you please apply online with your resume and cover letter.

Kostuik Gallery welcomes all applicants regardless of race, gender, orientation, sexual identity, economic class, ability, disability, age, religious beliefs or disbeliefs, or status. We believe that different perspectives and backgrounds are what make a company flourish and we welcome you!

We can't wait to meet you!