

GALLERY ASSISTANT - CASUAL

ABOUT OFF THE KERB

Off the Kerb gallery fosters and exhibits emerging to mid-career local Melbourne artists, curators, designers and sound producers. We are an established gallery contributing to the arts since 2007. We are a small business composed of the Director, the Assistant and opening night volunteers and interns. Our team consists of individuals with a range of skills and expertise. We are a nurturing, committed and passionate team, constantly aspiring to grow and develop. We are a professional team yet we know how to have fun. The candidate we will take on board will share these qualities and understands our gallery's individual philosophy in the landscape of visual arts in Melbourne.

ABOUT THE ROLE

- Pay rate will be discussed depending on skills and experience.
- This role is casual, working every Friday 12.00pm – 6.00pm. Each exhibition cycle is 3 weeks long. There will be the opportunity to increase to 2 days a week once your 2 month probation period is completed.
- On the Friday of an opening event (the first cycle) you will work 12-6pm and stay back 6pm-8pm for the opening night to invigilate and conduct sales with the rest of our team.
- In charge of the administrative running of the gallery on this day
- You will have exceptional customer facing experience, meeting and greeting guests and informing them of the shows on display. You will have a thorough understanding of the exhibitions on display in order to answer customer queries.
- Designing the electronic invitation using our InDesign template.
- Selling art to buyers using POS system
- Designing e-catalogue using our InDesign template
- Image editing using Adobe Photoshop
- Packaging sold artworks (including overseas and interstate shipping)
- Supervising artists in exhibition BUMP OUT.
- Electronic mail out of exhibitions
- Attending to daily email correspondences
- Liaising with artists exhibiting at the gallery
- Updating the website with the new exhibitions using Dreamweaver web design program.

ABOUT YOU

- Applicants must be an Australian Permanent Resident and/or have the Right to Work in Australia.
- Must be punctual, committed and reliable, as you will be opening and closing the gallery on this day.
- Must have a passion for the arts, and *may* be a practicing artist.
- Must be confident to work in a physically active role as you may handle large artworks, boxes and packaging.
- Must have strong written and administrative skills and attention to detail.
- The candidate will have excellent communication skills with a warm and professional manner when facing customers and artists.
- The candidate must have strong skills in Adobe Photoshop, InDesign, and Illustrator.
- The candidate must have experience in website maintenance applications. Full training in Dreamweaver will be provided.
- The candidate must have an interest in the commercial aspects of the business – art sales promote sustainability of the gallery and career advancement for our artist community.



OUR OFFERING TO YOU

- A renowned local Melbourne gallery surrounded by high level original, contemporary art, with a focus on elevating Melbourne's art scene.
- Ownership of your role in a nurturing environment to help you grow and develop within the business and in the arts.
- A professional, respectful, vibrant and fun work culture.
- Hands-on involvement in nurturing our community of Melbourne artists
- Staff perks of 25% discounts on art purchase at Off the Kerb
- Staff perks of 50% discounts in your own solo/group show
- You will get opportunities to lead projects or curate exhibitions
- You will receive on-going mentorship from the Director
- You will be entertained at EOFY and Christmas functions

LEAVE PERIOD

Due to the nature of the calendar of shows and our small business environment, staff are encouraged to take leave in the middle of the year in June or at the end of the year in December. The gallery closes for 10 days at the end of June and for 3 weeks during the Christmas and New Year holiday period.

APPLICATIONS

If you think that you are the right fit for this role and our team, please email your application to info@offthekerb.com.au

Your application must include a cover letter outlining a background on yourself, outlining the key skills that would match you to this role. You must also address the key criteria listed below;

- What do you think Off the Kerb gallery represents in Melbourne's visual art landscape?
- What interests you most about this role?
- How does your previous experience suit this role?
- Do you suit a small business environment?
- How will you uniquely contribute to this role at Off the Kerb gallery?

Applications close 11:59pm on Sunday 19 March 2023

We look forward to hearing from you!

