

Gallery Assistant

Sunbury Shores Arts and Nature Centre, located in the historical seaside town of St. Andrews New Brunswick, is seeking to fill the position of **Gallery Assistant**. Sunbury Shores champions diverse creative experiences that integrate arts and nature in order to enrich, challenge and inspire everyone who participates in our activities.

The **Gallery Assistant** must be between the age of 15-30 and will assist the operations manager in the day to day running of Sunbury Shores including front-desk tasks, aiding with the installation and the take-down of monthly exhibitions, with the prepping of gallery walls, sales, and communications including phone and email. The gallery assistant will interact with gallery guests in person, on the phone and online, providing information about both the works in the gallery, Sunbury Shores and the town of St. Andrews. The position supports exhibits, programs, fund-raising and related services, such as facility maintenance. These responsibilities ensure that the Centre remains vibrant and responsive to the broad scope of creative energy that it serves across this region.

SKILLS / EXPERIENCE

- Administrative support
- Working effectively with a not-for-profit organization in a team environment
- Cash management and familiarity with retail sales, scheduling and registering people
- Good communication skills
- Ability to prioritize tasks in a dynamic work environment
- Computer and web-based skills
- Valid driver's license an asset

Please send your resume by May 10, 2019 5pm Atlantic Time to:

Sara Brinkhurst, Executive Director at director@sunburyshores.org
Sunbury Shores Arts and Nature Centre
139 Water Street,
St Andrews, NB E5B 1A7

A copy of the job description is available at sunburyshores.org/job-opportunities/

If anyone has questions or requires more information, please contact:
director@sunburyshores.org / 506-529-3747