


Gallery & Administration Assistant Job Description

	<p>Position Summary: The Gallery & Admin Assistant plays a vital role in supporting the visitor experience at KIAC, ensuring that the space is welcoming, engaging and responsive to the needs of artists, audiences and the public.</p> <p>This position combines hands-on assistance with gallery exhibitions, installations, and arts programming with friendly and knowledgeable reception services. This role includes greeting visitors, responding to inquiries, event promotion, communications, facility upkeep, and filing management. This role will also contribute to the Yukon Riverside Arts Festival and the Camera Obscura. This is a dynamic, creative role suited to someone who enjoys working with both people and art in a collaborative, community-driven environment.</p>		
<p>Reports To:</p>	<p>-ODD Gallery Manager -Admin & Communications Manager</p> <p>Supervised by the Programming Director</p>	<p>Adopted:</p>	<p>May 7, 2025</p>
<p>Supervises:</p>	<p>N/A</p>	<p>Last Reviewed:</p>	<p>April 28, 2026</p>

The ideal Gallery & Admin Assistant will possess:

- A strong interest in contemporary art, public engagement, and inclusive community programming.
- Friendly, professional and culturally sensitive interpersonal and communication skills.
- Comfort with social media, photography, documentation of public events and knowledge of how to store, label and archive digital files.
- Strong organizational skills to manage front desk operations, including handling visitor inquiries.
- Experience with or interest in learning professional gallery installation, art handling, packaging, and logistical hands-on skills.
- Passion for equity, diversity and accessibility in arts spaces.
- Excellent verbal and written communication skills and ability to collaborate with various KIAC departments, volunteers, and partners.
- Strong organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Ability to work independently as well as cooperatively

Scope of Duties and Responsibilities:

1. Reception

- Provide reception services at the Gallery front desk, welcoming visitors to the Gallery and serving as their primary point of contact. Gallery sitting takes place during KIAC office hours (Tues-Fri 10-5pm), and Saturdays from 12-4pm. Gallery sitting and reception duties includes:

- Assisting the public and providing information about KIAC programming and exhibitions.
- Provide wayfinding & local cultural information for visitors.
- Selling Gallery merchandise.
- Maintain Gallery decorum and standards.
- Monitor and triage incoming phone calls, general emails, voicemail, and physical mail

2. Communications & Administration

- Support the creation and distribution of the KIAC newsletter(s) including content gathering, formatting, and scheduling.
- Assist with event promotion and marketing, including poster design, social media content creation (including photography and digital design), digital marketing, distributing promotional material, etc.
- Coordinate regular local media updates, including ads and event listings.
- Manage and monitor KIAC's social media channels.
- Assist with website updates for multiple departments.
- Assist with managing registrations, collecting submissions, and processing payments for KIAC programming and events.
- Improve accessibility, organization and efficiency of digital filing systems on Google Drive.
- Sort, archive, and systemize physical filing cabinets, records, closets and storage.

3. ODD Gallery Exhibitions and Programming

- Assist with ODD Gallery exhibition installations:
 - Unpack and document artwork, complete incoming condition reports, co-curate exhibition layout, and install artwork with the artists and Gallery Manager
- Assist with opening receptions and artist talks where applicable:
 - Set up of A/V equipment + chairs,
 - Exhibition opening food setup, serve, and clean up
- Assist with exhibition de-installation:
 - Safe removal of artwork from gallery walls, complete exiting condition reports, repack artwork and document for shipping, repair holes in walls and repainting the gallery.
- Support the gallery archive redesign
 - Sort and pack gallery archives into new archival boxes

4. Other Programming Support

- **Assistant at the Yukon Riverside Arts Festival (YRAF) June 11-14, 2026**
 - Work with the Artist Engagement Manager to assist with the festival events, which may include the Gallery Hop, Artist Market, Info Booth, Demo Tent, Artist Meet and Greet, and evening events as time and capacity allow.

- **Camera Obscura**
 - Daily lock and unlock of the Camera Obscura and support any activation activities.
- **Partnered Programming Assistance**
 - Assist with activities at partnered events, including the Dawson City Music Festival, The Dànojä Zho Cultural Centre's Indigenous People's Day event, Moosehide Gathering, and other cultural programming.
- **Public Art Initiatives**
 - Assist the ODD Gallery Manager with the installation and activation of the Re:Imagine | Re:Create public artwork, premiering at the Yukon Riverside Arts Festival.

5. Facilities Maintenance Support

- Support facility rentals, including taking bookings and vendor facility orientations
- Ensure the kitchen space is organized, stocked, and clean, including managing laundry.
- Assist with day-to-day building upkeep.
- Organize and manage the lost and found.

Minimum Requirements and Experience*:

- Self-motivated with excellent time management skills.
- Strong organizational skills with attention to detail.
- Ability to work independently as well as cooperatively.
- Ability to work with a group and get along with people within an anti-oppressive framework.
- A commitment to fostering diverse, equitable, and accessible programming that reflects values of inclusivity and cultural engagement.
- Excellent verbal and written communication skills and ability to collaborate with various KIAC departments and volunteers.
- Computer literacy for word processing, spreadsheets, email and internet use.
- Experience with front-of-house or reception-related duties.
- Experience managing positive relationships with members of the public.
- Available to work the weekend of June 11-14, 2026 for Yukon Riverside Arts Festival.
- Must be between 15-30 years old.
- Must be eligible to work in Canada.
- Reside in Dawson City, Yukon.

Preferred Qualifications and Experience* (additional assets, but not mandatory):

- Education or experience in the areas of visual arts, arts-programming or related fields
- Experience with galleries, artwork installation, fine art handling and logistics, and exhibitions.
- Experience in administration, including knowledge of (or quickly able to learn) Google Suite (Gmail, docs, sheets, drive), Point of Sale software (Square), social media platforms (Facebook and Instagram), design software (Canva or Adobe) or similar programs, Wordpress and Mailchimp.
- Ability to read/write in French.
- Basic understanding of website management and SEO principles (or willingness to learn).

- Organized and comfortable working with both digital and physical filing systems.
- Demonstrated experience organizing or managing events and/or community programs.
- Knowledge of the Dawson City, Yukon community, including a strong understanding of local resources, Tr'ondek Hwech'in culture, and/or Yukon First Nations and Indigenous cultures in Canada.
- Knowledge and understanding of Klondike Institute of Art and Culture (KIAC) operations.

*Experience is considered to be built through:

- i. engagement in formal and/or informal education and/or training;
- ii. paid and/or volunteer work experience;
- iii. community organizing and/or activism;
- iv. domestic labour.