



## Job Description

<b>Position title:</b>	<b>Assistant Art Gallery Director</b>
<b>Reports to:</b>	SAC Art Gallery Director
<b>Supervises:</b>	None
<b>Employee status:</b>	Term, Appointed
<b>Length of term:</b>	September 1, 2016 – April 30, 2017 (8 Months)
<b>Hours per week:</b>	10 hours per week
<b>Compensation:</b>	Tier 1
<b>Date revised:</b>	March 2016

## Position Purpose

The Student Administrative Commission (SAC) is responsible for managing AMS areas of the Student Union Building (SUB), regulating bookings in the SUB, managing the AMS Art Gallery and is the official liaison between the AMS and AMS Clubs, Constituencies, and Resource Groups. The Assistant Art Gallery Director will help the Art Gallery Director implement SAC's policies with respect to the Hatch Art Gallery and its Permanent Collection. Additionally, the Assistant Director will coordinate events in the gallery, schedule volunteers, and develop and administrate an art rental program for the AMS Permanent Collection.

## Duties and Responsibilities

- Assist the Art Gallery Director with day-to-day tasks related to maintenance of the Gallery
- Maintain the Gallery's web page on the AMS website and other online services related to the Gallery
- Schedule and liaise with the Gallery's volunteers
- Liaise with AMS Events and AMS Conferences and Catering to schedule events in the Gallery
- Promote and market the AMS Art Gallery and its exhibitions over the year both on campus and throughout Vancouver
- Archive, research, and data-base the Gallery's Permanent Collection
- Administer rental and purchasing program for the AMS Permanent Collection as well as student art
- Prepare transition report for successor
- Works with the AMS mission statement and values to operate a successful department
- Other duties as required

## Qualifications and Experience

- Must be a currently registered student at UBC Vancouver or one of its affiliated colleges, preferably an MA or MFA student in the Department of Art History, Visual Arts and Theory
- May not be an executive of an AMS club, constituency or resource group
- A strong interest in the Visual/Aural/Performance Arts
- Class 5 Driver's License is an asset
- A sincere interest in developing creative means of engaging the public and providing opportunities for dialogue through exhibition and other kinds of programming
- Strong organizational skills; detail-oriented
- Strong interpersonal and communication skills
- Ability to lift over 30 pounds