

## **JOB POSTING**

### **Administrative Coordinator / Assistant to the Director**

**Morris and Helen Belkin Art Gallery, The University of British Columbia**

Part-Time (80%), Ongoing; Administrative Support 4 (Gr7) (CUPE 2950)  
UBC Job ID 30189

**The priority application deadline is June 24, 2018.** However, applications will be accepted until the position is filled.

Use the following link to view the full posting and apply online:

[www.staffcareers.ubc.ca/30189](http://www.staffcareers.ubc.ca/30189)

The Morris and Helen Belkin Art Gallery at UBC is mandated to research, exhibit, collect, publish, educate and develop programs in the field of contemporary art. The Gallery promotes understanding and discussion of contemporary art and contemporary issues in art history, criticism and curating, with a focus on our region in an international context. The Gallery is an internationally recognized Category A institution and houses the University's evolving art collection of approximately 4,500 works of art - one of the largest public collections of art in British Columbia and a substantial archive. The Gallery oversees the development, installation and maintenance of the University's outdoor art collection on the Vancouver campus. Through a regular program of exhibitions, publications, loans, travelling exhibits, and special projects, the Belkin participates in the national and international community of institutions concerned with contemporary art. Operating as an academic unit of the Faculty of Arts, the Gallery is closely tied to the Department of Art History, Visual Art and Theory and participates in the training of student curators through the Critical and Curatorial Studies Program.

#### **Position Summary**

The Administrative Coordinator provides wide-ranging executive assistant support to the Director/Curator, and administrative, human resource, financial processing and event support for the Morris and Helen Belkin Art Gallery. Major responsibilities include preparing and coordinating a variety of correspondence and reports, coordinating the Director's schedule and making travel arrangements; financial processing, reconciliation and reporting; coordinating and providing administrative support for events; coordinating mailing lists; responding to public inquiries and liaising with a wide-range of Gallery stakeholders; and organizing the efficient operation of the office including mail, telephone, supplies and equipment. Other duties include coordinating meetings, taking and distributing minutes, providing front desk support and instructing and training student employees. The position participates in planning of exhibitions, programs, and events and contributes directly to the policies and priorities of the Gallery. Reporting to the Administrator, the Administrative Coordinator also receives direction from the Director and Associate Director/Curator and works closely and collaboratively with all Gallery staff, interns, student employees and volunteers.

#### **Qualifications**

High School graduation and two year post-secondary diploma. Training in office procedures and administrative practices. Post-secondary degree in a relevant discipline is preferred (art history, visual arts, museum studies). 4 years related experience or the equivalent combination of

education and experience. The successful candidate will have: Experience working in a contemporary art gallery or museum, preferably in a position with administrative responsibilities. Relevant accounting, bookkeeping and/or financial reporting experience in a non-profit art gallery or arts organization is preferred. Experience with UBC HR and financial systems is an asset. Knowledge of contemporary art history preferred. Outstanding and demonstrable written and verbal communication skills. Ability to compose correspondence, emails, assist with reports and presentations, and other written materials using clear concise business English. Ability to create and maintain organized records and filing systems. Ability to maintain accuracy and attention to detail, including while working under deadlines and with interruptions. Ability to work effectively independently with limited supervision and in a team environment. Ability to use MS Office (Word, Excel, PowerPoint) and Adobe Acrobat at an intermediate level. Ability to perform word processing at 55 words per minute. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to develop and maintain cooperative and productive working relationships. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to exercise tact and discretion. Ability to analyze programs, identify key information and issues, and effectively resolve. Ability to understand and apply policies, procedures, and instructions. Ability to exercise sound judgment. Ability to operate the normal range of office equipment. Ability to work flexible hours when needed. Knowledge of desktop publishing (Adobe InDesign, Photoshop) graphics software, HTML, or CMS systems experience is an asset. Serving It Right certification is an asset.

**Salary:** \$35,635 (Annual)

**The priority application deadline is June 24, 2018.** However, applications will be accepted until the position is filled. The desired start date for the position is July 23, 2018 (flexible).

To apply for this position please submit a cover letter and CV to:

Annette Wooff, Administrator  
Morris and Helen Belkin Art Gallery  
The University of British Columbia  
1825 Main Mall  
Vancouver, BC V6T 1Z2  
[annette.wooff@ubc.ca](mailto:annette.wooff@ubc.ca)

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UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.