

Operations & Membership Coordinator

The Kelowna Art Gallery is seeking an individual to join our team as Operations & Membership Coordinator.

Job Summary

Reporting to the Executive Director (and in collaboration with the Gallery Staff) the Operations & Membership Coordinator is responsible for a variety of administration tasks and maintains membership services, as well as assists with donor development and sponsorship. She/he trains and supervises Gallery Assistants through scheduling and covering breaks. The Operations & Membership Coordinator will oversee office procedures and systems in support of Gallery operations and provides support to the Gallery's Board of Directors.

Required Skills include:

- Excellent communication, interpersonal and customer service skills are required.
- Very strong organizational skills with an emphasis on attention to detail.
- Ability to consistently meet deadlines.
- A broad knowledge of fundraising techniques and methods.
- Solid computer skills with familiarity with MS Word, Excel, and Past Perfect Museum Software.
- Must be a team-builder, community minded and volunteer oriented.
- Ability to multitask and work with frequent interruptions.
- Experience with managing a small team

Working Conditions:

This is a full-time position based on a 35-hour week.

The Kelowna Art Gallery is an equal opportunity employer committed to fostering a diverse and inclusive work environment. Upon request, suitable accommodations are available under the *Employment for People with Disabilities Act* for applicants invited to an interview.

Please email resumes to hr@kelownaartgallery.com, or fax or mail resumes to the Kelowna Art Gallery by **October 19, 2018**.

KELOWNA ART GALLERY

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