



**Job:** Temporary Operations & Membership Coordinator (Maternity Leave Coverage)

**Hourly Wage:** \$22 per hr.

**Hours:** 32 hrs. per week

**Start Date:** April 2022

**End Date:** March 2023

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

Reporting to the Executive Director (and in collaboration with the Gallery Staff), the Operations & Membership Coordinator is responsible for a variety of administrative tasks and maintains membership services, as well as assists with donor development and sponsorship. They will train and supervise 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 multi-task and work with frequent interruptions
- Ability to consistently meet deadlines
- Solid computer skills with familiarity with MS Word, Excel, Square Point of Sale and Past Perfect Museum Software
- Must be a team-builder and be community minded
- Experience with managing a small team

Please email resumes and cover letters to [hr@kelownaartgallery.com](mailto:hr@kelownaartgallery.com)

The Kelowna Art Gallery is an equal opportunity employer and encourages applications from self-identified members of underserved communities as well as visible and invisible minority groups. We thank all who express interest in this position, however, only those selected for an interview will be contacted. No phone calls please. We will only consider applications received by email. **This job posting will close on Friday, April 1 2022.**

**KELOWNA ART GALLERY**

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[www.kelownaartgallery.com](http://www.kelownaartgallery.com)

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