

Artisans on Main

Employment Opportunity

Gallery Administrative Assistant for Artisans on Main, Montague, PEI

Application Deadline:	December 8, 2020
Work Term:	January 4 - February 27, 2021, 320 hours (8 weeks)
Wage:	\$12.85 per hour
Career Level:	Entry level/early career
Location:	Montague, PEI, with flexibility for on-line hours

Montague's Artisans on Main, is eastern PEI's largest Gallery. We are looking for an enthusiastic and highly motivated young person (up to age 30) with an interest in the arts to be our Administrative Assistant.

This is a unique and valuable opportunity for an aspiring/emerging arts worker to gain career experience in a professional, member-run, community supported gallery setting.

The Gallery Admin Assistant will assist with the development of strategic, business and marketing plans, improvements to the website, social media strategies, and provide general office administrative and research support for gallery operations.

**For more information please visit our website:
www.artisansonmain.ca**