



Gallery Show Coordinator – 2025 Art Affair Gallery Show

The Artists' Association of Beaumont is pleased to announce the recruitment of a part-time Gallery Show Coordinator (GSC) for the *Art Affair Gallery Show*, being held on October 24 and 25, 2025.

This is a temporary contract, from July 1, 2025 to October 31, 2025 paid on monthly invoice to a total value of \$3400, exclusive of GST.

About the AAB

Registered in 1988, the AAB is a non-profit on a mission to empower Beaumont and area visual artists and artisans to further develop their skills. We provide opportunities for artists to network and learn and to exhibit their work as part of a community of supportive artists. We are managed by a volunteer board of directors, and our membership gives artists complete access to Arts Connect, exhibits, open meetings, annual shows, and exclusive volunteer opportunities throughout the community.

About the Art Affair Gallery Show

This is a free two-day event, with a gallery-style exhibit, sale, and gala. It is the annual showcase of the AAB and highlights the talent of all our artists. AAB members work in many mediums including painting, drawing, fiber art, sculpture, photography, and more. A family-oriented art education activity will also take place throughout the show ensuring engagement for all ages. AAB believes that an important part of developing as an artist is the experience of showing your work, making connections, and interacting with the public. The Art Affair Gallery Show will provide this opportunity for AAB members who will work with the coordinator to ensure the success of the event.

About the Gallery Show Coordinator (GSC) Position

Liaising with the AAB Board of Directors, the GSC will oversee and work with volunteers in all aspects of the *Art Affair Gallery Show* including:

- Budget
- Sponsorship
- Venue
- Artists and their works
- Volunteer recruitment
- Advertising and promoting
- Gala event production
- Family activity



Qualifications and Attributes include: This energetic, friendly, collaborative person will have experience with similar community-based event management and will foster a culture of volunteering while producing this special annual event. The GSC will have experience promoting events, acquiring sponsors and marketing on-line and in-person.

This role is best suited to a self-motivated individual, comfortable working with a minimum of day-to-day supervision. Strong interpersonal and communication skills (written/verbal) are key with a proficiency in MS Office Suite and Google Docs. Strong time management, organizational, and project coordination skills.

Working Conditions: Working remotely, in community at related events throughout the summer/early Fall of 2025, and on-site during the two-day event. Casual dress with exceptions for special meetings and the *Art Affair Gallery Show*. Must live in the greater-Edmonton area and have access to a vehicle, have a class 5 drivers' licence as some local travel is required, the GSC must be able to lift up-to 25kg.

A familiarity with Beaumont's distinct community spirit, venues, and business community is an asset. The GSC will work in English, but French is an asset.

Apply with resume and cover letter to: artistsassociationofbeaumont@gmail.com

Apply with the email title: Gallery Show Coordinator

Application deadline: June 20, 2025

AAB is an organization that values empowerment! We want everyone to freely participate and contribute regardless of race, ethnicity, gender, sexual orientation, religion, ability, age, education level, parental status, or socioeconomic status. We are an equal opportunity organization and welcome applications from all that are qualified.

AAB thanks everyone who applies, but only those selected for an interview will be contacted.