

Artspace Aotearoa

Kaitiaki Gallery Host Position Description

As part of our small dynamic team, this part-time position is central to our daily work with its focus on engaging visitors. Our street-level location on Karangahape Road makes for a unique gallery context within the busy heart of Tāmaki Makaurau.

This position suits someone who is actively engaged with contemporary art and its conversations with experience in public interface. This position requires agility, confidence and some experience in retail or customer service.

Your main responsibilities will be:

- Managing the gallery area during your scheduled hours
- Welcoming visitors and stakeholders
- Process and track sales of publications and other material in the welcome area
- Care and maintenance of artworks and gallery space
- General administrative assistance
- Maintaining and caring for the Reading Room and Publications table
- Gallery hosts are also asked to work at scheduled special events, such as openings, talks, presentations etc

Availability on Saturdays is essential to take this position

Key skills required for this role include:

- A broad knowledge of contemporary art
- A high standard of professionalism, initiative and attention to detail.
- Confidence with handling and discussing artworks
- Excellent communication and interpersonal skills
- Confidence facilitating public inquiries and concerns
- General administration skills

What we can offer:

- A fixed term contract for six months at a rate of 25 per hour with full employment rights.
- Support for professional development within the scope of this position.
- There are opportunities to pick up other responsibilities across the arc of our work. We encourage individuals to contribute to parts of broader kaupapa that align with their interests and skills.

To express interest in this position:

Please send a brief introductory paragraph and your CV to bridget@artspace.org.nz by Monday 29 May.

We look forward to hearing from you!

ABOUT ARTSPACE AOTEAROA

Artspace Aotearoa is a non-profit contemporary art gallery located in the heart of Tāmaki Makaurau Auckland. Founded in 1987 by artists and arts workers, it continues to be artist-led. Our work centres the ways in which art contributes to our understanding and reimagining of the world in which

we live. We work within a specific city context, and spiral out into national and international conversations that promote practices that present emancipatory world views. With a specific focus on developing an intergenerational kaupapa, we seek to present established, emerging and under-recognised positions.

Each year our programme orbits around one question in the company of artists. We explore the edges of what this question offers us and what artworks and their authors can weave together. Our cornerstone exhibitions are texturised by our other activities including our online reading and screening rooms, artist talks, workshops, panel discussions, and more. You can think of the programme as one exhibition in five parts, as a score played across a calendar, or maybe even as a forest.