



Job offer: Executive Assistant

Application deadline: May 25

Start date: August 17, 2023

About Diagonale

Diagonale is a center for contemporary art located in the heart of Montreal's dynamic Mile End district. Each year, Diagonale presents a program of exhibitions, research and production residencies, as well as access conferences based on its mandate. Approached as a plastic and reflexive object, it unfolds within artistic and theoretical projects by artists, curators and theorists who strive to think about fiber in terms of matter, concept or referentiality. Diagonale is committed to the development of the local art scene and develops projects in its Montreal space as well as on a national and international level through privileged partnerships with institutional and independent counterparts.

More information on : <http://www.artdiagonale.org/>



Details of the position

As part of its annual programming, Diagonale is looking for an executive assistant:

Administration

- drafting contracts (artists, speakers, partnerships, etc.)
- issuing and following up on payrolls and DAS
- follow-up and filing of invoices
- renewal of administrative and social commitments (CNESST, Registraire des entreprises, insurance, etc.)
- Accounting data entry (Sage 50)
- preparation of documents for the Financial Statements
- preparation and updating of the annual internal budget (balance sheet and forecast)
- drafting of grant applications and reports (operating and projects) administrative and budgetary section, in collaboration with the management
- preparation and organization of the meetings of the Board of Directors (x 5/year) and of the Annual General Assembly (x 1/year)
- management of memberships (members)

Artistic/projects

- Participate in the coordination and implementation of projects inherent to the gallery (exhibitions, conferences, meetings, etc.), in collaboration with the Director

Other

- Any other related tasks pertaining to current administration and projects



Profile :

- Significant experience in administration
- Undergraduate degree in a relevant discipline (management of cultural organizations, cultural action, art history, museology, visual and media arts, etc.)
- Fluency in French and English, spoken and written
- Have an interest in contemporary art.
- Good knowledge of computer tools (Simple accounting/Sage 50, Word, Excel)
- Ability to plan, organize and manage several files at once
- Writing and communication skills
- Autonomy, thoroughness and punctuality
- Knowledge of artist-run centers would be a plus

Conditions:

- Start date: August 17, 2023
- 21 hours/week during the opening days of the center (Wednesday, Thursday and Friday). Attendance is required on Saturday afternoons during exhibition periods)
- Presence is also required at the center's activities (openings, artist presentations, conferences, etc.), both during the day and in the evening. Dates will be communicated in advance.
- \$17/hour



You can send your CV and a letter of interest by May 25th to the attention of Ms. Chloé Grondeau: coordination@artdiagonale.org

Diagonale promotes diversity and inclusiveness and is committed to the principles of equity, transparency and access. We encourage members of the following employment equity groups to apply and self-identify: women, members of a visible minority group, Aboriginal peoples and persons with disabilities

We thank all applicants for their interest. Only those selected for an interview will be contacted.