



DIAGONALE IS HIRING !

Location of employment : Montréal
Diagonale - 5455 av. de Gaspé / #110

Position: Director assistant
Deadline : As soon as possible

About Diagonale

Diagonale is a center for the dissemination of contemporary art located in the heart of Montreal's dynamic Mile End district. Each year, Diagonale presents a program of exhibitions, research or production residencies and lectures around its mandate. Approached as a plastic and reflexive object, it is deployed within artistic and theoretical projects by artists, curators and theorists who are committed to thinking about fiber in terms of matter, concept or referentiality.

Eager to participate in the influence of the local art scene, Diagonale develops national and international projects.

Details about Diagonale : <http://www.artdiagonale.org/english.html>



Description of role

In the context of its annual programming, Diagonale is looking for a Director assistant :

Administration

- drafting of contracts (artists, partners, speakers, etc.)
- Issuance and follow-up of payrolls and DAS
- follow-up and filing of invoices
- follow-up and renewal of administrative and social commitments (CNESST, Registraire des entreprises, etc)
- data entry (Simply Comptable/Sage 50)
- preparation of documents for the Financial Statements
- preparation and updating of budgets (balance sheets and forecasts)
- drafting of grant applications and reports (operating and projects), in collaboration with the Director
- 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 art center (exhibitions, lectures, meetings, popup events, etc.), in collaboration with the Director

Other

- Any other related task related to the administration and projects



Required profile :

- Significant relevant experience in administration
- Undergraduate degree in a relevant discipline (cultural action, art history, museology, visual and media arts, ect.)
- Fluency in English and French, spoken and written
- Possess a strong interest in contemporary art
- Proficiency with IT tools (Simple Comptable/Sage 50, Word, Excel,)
- Ability to plan, organize and manage multiple projects simultaneously
- Writing and communication skills
- Autonomous, disciplined and punctual

Conditions:

- Begin as soon as possible
- Ten-month contractual employment, renewable
- 3 days/week (10am to 5pm - ideally during the center's opening days: Wednesday, Thursday and Friday) / Flexible schedule outside of exhibition time
- Attendance 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

Please send your CV alongside a letter by now, to the attention of Mme Chloé Grondeau : coordination@artdiagonale.org

Please note that the position is open until we have recruited the executive assistant.

We thank all interested candidates for their application, however please note that only those selected for an interview will be contacted.