



POSITION:	Art Consultant
SUPERVISOR:	Senior Art Consultant, Art Sales + Services

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Hodinohsho:ni and Mississaugas, the Art Gallery of Hamilton is one of Canada's longest-running arts organizations and has grown, changed and developed along with the many communities it serves. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond. Our current and projected exhibition program foregrounds a diverse representation of art and artists from the region. We encourage global conversations by situating regional practices within broader social, cultural and political discussions.

We are proud of the work we are engaged in and recognize that the work continues. We are organizationally committed to improving equity both within our institution and across our sector. We encourage applicants from all equity-seeking communities to apply, with priority given to Black, Indigenous, and people of colour, recognizing that both lived and learned experiences will inform the success of this role.

AGH Art Sales + Services is a not-for-profit program operated by the Art Gallery of Hamilton (AGH) to support local artists, public programming, and community education. Representing over 70 local and regional artists, the program offers artwork for purchase and rental and hosts an annual Art Sale event.

The AGH is seeking a highly organized and detail-oriented Art Consultant to manage artwork inventory, database and website maintenance, e-commerce operations, and support sales and the AGH Art Sale.

Key responsibilities include maintaining the art inventory, updating records in Salesforce, and ensuring the e-commerce (Shopify) site and AGH website remain current. The Consultant will track artwork locations, manage client and artist records, and oversee interdepartmental sales reporting. They will also maintain artist agreements, bios, and promotional materials, ensuring clear communication and best practices. The Consultant will answer sales inquiries and support sales consultations by phone, email and in person.

During the AGH Annual Art Sale, responsibilities intensify with the coordination of artwork drop-off, installation, dismantling, logistics and client assistance.

The ideal candidate has experience in art sales, gallery operations, e-commerce, or luxury retail, along with strong organizational and database management skills. This role requires on-site work, the ability to lift 25 lbs, and a valid driver's license.

The role is a 12-month full-time contract position (35 hours per week), with occasional evenings and weekends. Salary range for this role is \$40,000-\$44,000, plus competitive benefits and vacation.

Interested applicants can email a cover letter and resume to hr@artgalleryofhamilton.com prior to the application deadline of Thursday, May 14th 2025. We encourage applications from all qualified individuals; however, only those under consideration will be contacted

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve, priority will be given to those candidates representing equity seeking communities. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.