

Gallery Assistant

Part-time (30 hrs/wk)

We seek a Gallery Assistant to work closely with our Gallery Director, who oversees the planning and implementation of all exhibitions and related programming. The Gallery Associate will be exposed to every aspect of gallery management and encouraged to assume more significant roles and responsibilities. This position is part-time, 30 hours/week; however, it may extend to full-time based on the Gallery's needs and individual performance.

Responsibilities:

Daily Gallery Operations. The associate must ensure the smooth running of the Gallery.

- Manage the daily operations of the Gallery.
- Follow opening and closing procedures to ensure the security of all artworks, furnishings, and equipment.
- Staff front desk and greet visitors to the Gallery
- Handle telephone and email inquiries and answer visitors' questions
- Handle, transport, hang, present, and store all work properly to ensure their safe presentation and condition
- Process all sales transactions and maintain related records for accounting
- Manage the Gallery Shop operations
- There is routine merchandising, staging, event preparation, and general shop upkeep to encourage sales.
- Maintain inventory and artist consignment records
- Maintain and develop new relationships with vendors
- Participate and facilitate sales of art
- Become knowledgeable about the art and artists; answer questions about artwork and artists; provide copies of biographical data.

Exhibition Management:

Gallery Assistant supports the Gallery Director in all facets of exhibition programming onsite and offsite.

- Assist the Gallery Director in maintaining the gallery calendar with all upcoming exhibitions.
- Maintain donor and customer lists for invitations to VIP and Public receptions.

- Perform pre and post-exhibition activities.
- Attend opening receptions and gallery programming, greet visitors, and facilitate sales.
- Assist with other tasks and projects as assigned by the Gallery Director.

Qualifications:

The Gallery Assistant should understand and appreciate art and the business and marketing skills to support the Gallery Director in running all aspects of the Gallery. The Gallery Assistant will be exposed to every part of gallery management and encouraged to assume more significant roles and responsibilities.

- Excellent interpersonal and client service skills – positive attitude, cooperative, team player
- Providing excellent client service in-store and via email and phone
- Responsible, reliable, able to work flexible hours including evenings, weekends as needed
- Highly organized, detail-oriented, and able to work independently
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel); Photoshop
- Data entry and database management, including product inventory
- Assist with Exhibition installations (candidate should be able to lift at least 40lbs)

Organization:

Incorporated as a non-profit organization in 1922, Silvermine has exemplified excellence in art and art education for nearly a century. Our mission is to cultivate, promote, and encourage growth through the arts and to provide arts education and appreciation opportunities for the greater community. For nearly a century, Silvermine has provided art experiences that engage individuals of all ages, ethnicities, races, genders, and incomes in creative expression and discovery through making and exhibiting art.

For more information, please visit www.silvermineart.org

How to Apply:

Please submit a cover letter and resume to roger@silvermineart.org. All submissions are strictly confidential.