



**Position Title: Gallery Assistant**

Reports To: Gallery Director

Level: Part-time, up to 30 hours per week

Compensation: \$20/hour, non-exempt

**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 income in creative expression and discovery through making and exhibiting art.

For more information, please visit [www.silvermineart.org](http://www.silvermineart.org)

**Position:**

We are currently seeking a Gallery Assistant to work closely with our Gallery Director who oversees the planning and implementation of all exhibitions and related programming. The Gallery Assistant will be exposed to every aspect of gallery management and will be encouraged to assume greater roles and responsibilities.

**RESPONSIBILITIES**

**DAILY GALLERY OPERATIONS**

Assistant 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, email inquiries, and answer visitors' questions
  - Handle, transport, hang, present, and store all works properly to ensure their safe presentation and condition
  - Process all sales transactions and maintain related records for accounting
- Manage the Gallery Shop operations
  - Maintain Shop inventory and artist consignment records
  - Develop and prepare Shop for sales events
  - 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
  - Maintain aesthetic and professional appearance of the Gallery exhibition space, Gallery kitchen and storage space

## **EXHIBITION MANAGEMENT**

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

- Assist Gallery Director in maintaining gallery calendar with all upcoming exhibitions
- Maintain customer lists for invitations to VIP and Public receptions
- Perform pre-exhibition activities
- Attend opening receptions and gallery programming, greet visitors, facilitate sales
- Perform post-exhibition activities
- Assist with other tasks and projects as assigned by the Gallery Director

## **QUALIFICATIONS**

The Gallery Assistant should understand and appreciation art, and the business 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 responsibilities.

Requisite Skills:

- Excellent interpersonal and client service skills – positive attitude, cooperative, team player
- Responsible, reliable, able to work flexible hours including evenings, weekends as needed
- Highly organized, detail-oriented and able to work independently
- Strong written and verbal communication skills
- Proficiency with Microsoft 365 applications (Word, Excel, Outlook), Adobe Photoshop, and Generative AI tools
- Physical ability to assist with exhibition installation, including handling artwork and safely lifting up to 40 lbs.

## **HOW TO APPLY**

Please submit a cover letter and resume to the Gallery Director at [roger@silvermineart.org](mailto:roger@silvermineart.org).