BROOME COUNTY ARTS COUNCIL

Gallery Assistant
Broome County Arts Council

Job Description:

Part Time: 12-16 hours/week with possibility of additional hours dependent on gallery needs
Pay: $15.00 /hr

The ***Gallery Assistant (GA)*** works directly under the supervision of the Gallery Manager, and in coordination with the BCAC Programs & Marketing Team. The GA's main responsibilities include support of Artisan Gallery operations, including the maintenance and organization of gallery exhibitions, events, and Artisan retail and sales.

The ***Gallery Assistant*** position requires operating with minimal supervision and having the capacity to exercise independent judgment in completing assignments. Attention to detail, professional demeanor, reliability, respect for others, and ability to meet deadlines are requirements of this position. It is expected that the individual shows appropriate discretion when dealing with information that is confidential in nature, and treats all artwork with extreme care.

The ***Gallery Assistant*** should be a creative, organized individual, who can be calm and flexible under pressure; a resourceful individual with a strong work ethic, mature attitude and the ability to effectively prioritize multiple tasks and deadlines. This person shall maintain a professional appearance and dispositions at all times, as a representative of BCAC and Artisan Gallery.

Major Responsibilities

- Assist with the smooth running of Artisan gallery and retail shop.
- Assist in the day-to-day Artisan gallery operations in coordination with the Marketing Team and gallery interns.
- Assist with programs that may include First Friday, Author's Showcase, special events, virtual events, podcasts, book clubs, workshops and classes, and be available to host events as needed.
- Assist the Marketing team for the digital marketing campaigns to promote programs and events.

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- Assist with development and execution of marketing content for Artisan gallery programs and retail shop.
- Speak knowledgeably about all exhibition and retail artists and their works.
- Contribute time and resources to BCAC events as needed.
- Conduct and record sales and manage inventory.
- Assist with all aspects of retail displays including artistic placement, artist bios, price labelling.
- Work with gallery interns to photograph and edit retail items for online ShopArt and other marketing endeavors.
- Assists Gallery Manager to coordinate artists and materials including gallery maintenance such as repairing and repainting walls and retail layout between exhibitions.

Required Skills

- Be available to work in the gallery for up to 16 hours per week, with room to grow as needed.
- Ability to lift up to 25lbs.
- Ability to create and use Social Media outlets, like Facebook and Instagram.
- Access to personal computer

Preferred Skills

- Aesthetic knowledge and interest in art.
- Strong interpersonal skills
- Strong organizational skills
- Some computer and sales experience
- Willingness to use gallery ladder when needed.