

ART CENTER EAST - Job Description

Job Title: Gallery Assistant

Job Summary

The Gallery Assistant is responsible for phenomenal customer service inside the Art Center East facility in the Main, Orlaske, and Gift Galleries. Gallery Assistant greets patrons in a professional, welcoming manner, answers phones, and directs patrons to pertinent information. Maintains inventory/barcode systems and online Gift Gallery inventory. Assists ACE Gallery Director with prepping, installing, and maintaining galleries.

The Gallery Assistant's base commitment is 20 hours per week. There are opportunities for additional work hours teaching arts classes as an independent contractor (if Gallery Assistant desires to teach) or for helping host ACE special events.

Gallery Assistant works during gallery hours: currently Wednesday - Friday 12:00 - 5:00 pm and Saturday 10:00 am - 2:00 pm.

Note: The Gallery Assistant's 20 hours per week may be split between two individuals, if applicants' schedules require flexibility. If interested in working 10-12 hours as Gallery Assistant, please note this in your cover letter when applying.

The Gallery Assistant helps support ACE's Gallery Program:

- Main Gallery and Orlaske Gallery: These galleries are one of the only international fine art exhibit spaces in Union County. The two galleries host a selection of annual events, juried exhibits, and non-juried exhibits.
- Gift Gallery: This gallery offers patrons a curated selection of fine art and functional handmade goods by over 75 local, regional, and international artists: greeting cards, original paintings, prints, blown and fused glass pieces, jewelry, ceramics, textiles and more.

Qualifications and Skills

Education

- Education and/or experience sufficient for success in this position

Customer service and communication

- Clear, polite phone voice
- Professional appearance and courteous manner
- Strong interpersonal, written and verbal communication skills
- Ability to track and follow up on interactions with the public
- Self-starter and problem solver

- Efficiently handles transactions via electronic invoice, cash, check, and credit cards using a point-of-sale system.

General

- Proficiency with word processing and email
- Strong task and time management skills

Preferred, but not required

- Sales experience
- Experience working at a nonprofit organization and/or art gallery
- Experience working with diverse populations
- Familiarity with productivity software and Google drive/docs, Square POS, and WordPress
- Familiarity with regional arts communities
- Passion for the arts!
- Spanish-speaking

Specific Gallery Assistant duties include:

- Serve as the first welcoming face visitors see when they enter the ACE building during business hours
- Answer customer inquiries in person, on the phone, and via email, directing inquiries to other ACE staff as needed
- Help visitors register for ACE classes, answer questions, and occasionally give tours of the building
- Promote and sell artworks and items located in the Main, Orlaske, and Gift Galleries
- Work in Gift Gallery during events open to the public, including exhibit opening and closing receptions (usually held in the evening)
- Update and barcode Gift Gallery inventory, including photographing artworks/items and facilitate shipping needs
- Maintain in-house Google calendars
- Assist the Gallery Director in prepping, installing, and maintaining galleries
- Gain a general understanding of the arts services programs offered and administered by ACE in order to share this information with visitors
- Recruit and work alongside volunteer docents

Opportunities for additional compensation:

- Teach art class(es) as an independent contractor on-site at ACE and/or at one of ACE's partnership locations in the community
- Teach art in K-12 schools through ACE's Artists in Rural Schools program
- Help ACE staff/volunteers host ACE special events

Hours:

- 20-25 hours per week (**or 10-12 hours per week, if Gallery Assistant position is divided between two individuals**)

Compensation and perks:

- \$12.50 per hour
- Staff discount on Gift Gallery items
- Holidays off (unpaid)

Gallery Assistant reports to the ACE Executive Director

Application Deadline: open until filled

Application Instructions

Please provide the following items:

- Cover letter that describes why you are interested in working at Art Center East and how your work experience relates to this position
- Resumé
- Recommended: three professional references

Incomplete applications will not be considered.

If submitting electronically, application materials must be **saved as a single PDF document with [Your Full Name] Gallery Assistant** in the document title. Please email your application materials to darcy@artcentereast.org.

If submitting hard copy application materials, please mail them to P.O. Box 541, La Grande OR 97850 or deliver them to Art Center East at 1006 Penn Avenue in La Grande.

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