

Position: Exhibitions & Administrative Associate

Status: Permanent, Part-Time with potential for growth

Supervised by: Executive Director

Compensation: Hourly (\$15.50/hr)

Schedule: 20-25 hours per week Tuesday– Friday/Saturday, Noon – 5:00 pm

Flexible, but in-person required

A few evenings and weekends may be required

Start Date: ASAP

Role summary: This individual will work closely with the Executive Director to curate the in-house exhibitions, coordinate communications and logistics with artists and clients for consulting opportunities, and other necessary administrative responsibilities.

Needed:

- 2 Professional References and 1 Personal Reference
- Cover Letter
 - Include why you feel you'd be an ideal candidate for this role and a welcomed addition to the ACG team
- Resume and/or CV

Responsibilities:

Administration: Support Executive Director and Development & Membership Manager with artist outreach and administrative tasks

- Assist in communication with business partners, artists, and other collaborators
- Draft and gather all contracts, w9s, invoices, and paperwork necessary for partnerships
- Managing logistics for one-off events and consulting opportunities
- Managing Excel/Google Sheets spreadsheets for consulting projects and exhibitions
- Organizing various project folders, ACG files, and Google Drive items
- Maintenance of website: www.albanycentergallery.org
- Assistance with development of #CapitalWalls Mural program
- Assist Executive Director with administrative and clerical duties

Exhibitions: Curate and coordinate the 7+ in-house exhibitions at Albany Center Gallery

- Schedule and manage pick-ups, drop-offs, and installation with artists
- Assist Executive Director with curation logistics, including artist research, artist communications, Call for Arts, etc.
- Managing Submittable Account of artist submissions for Annual Call for Art
- Install the artwork
- Put together marketing materials for each exhibition, including social media posts, press releases, and/or signage if relevant
- Printing and designing of labels, nametags, exhibition booklets, etc.
- Coordination of related media and news about exhibitions
- Update and manage web pages for exhibitions
- Collaborate with Development & Membership Manager to acquire members and

assist with building partnerships, as relevant to the exhibitions

Minimum Qualifications for this role:

- Associate's or Bachelor's degree in Business Administration or Visual Arts or related field and/or minimum of 2 years of related experience in a gallery or non-profit art space
- Ability to meet deadlines
- Ability to handle power tools and be on ladders
- Strong understanding of curatorial process in a gallery
- Strong knowledge or open to learning how to install artwork
- Prior experience with handling artwork and fragile items
- Prior experience in an administrative support position
- Ability to maintain spreadsheets
- Exceptional attention to detail and organizational skills
- Superb written communication skills

Minimum Qualifications for all ACG Team Members:

- A passion for and connection to Albany Center Gallery's Mission, Vision, and Values
- Interest in art and for artwork
- Excellent analytical thinking and creative problem-solving skills
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint) and Google Drive Suite
- Ability to communicate and work well with others of varying skills, technical knowledge, and backgrounds
- Ability to work independently or collaboratively on assigned responsibilities
- Ability to work in a fast-paced environment
- Willingness to learn

Preferred Qualifications, Skills, and Abilities:

- Prior experience with a non-profit organization
- Prior experience with installing and hanging artwork
- Proficiency in Adobe Creative Suite/Canva
- Superb interpersonal and customer service skills

ACG is committed to creating a diverse, equitable environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged and welcomed to apply however you identify in regard to your race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ability, age, veteran status, etc.