

Position: Exhibitions & Gallery Associate

Status: Part-time with potential for growth

Supervised by: Executive Director

Compensation: Hourly (\$16/hr)

Schedule: 20-30 hours per week Tuesday – Friday/Saturday, 11:00 – 5:00 pm

Flexible, but in-person required

Evenings and weekends may be required for various events/projects

Ideal start date: ASAP or October 1, position open until filled

Role summary: This individual will work closely with the Executive Director to curate the in-house exhibitions, coordinate logistics with artists for those exhibitions, and maintain the Gallery space.

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:

Exhibitions: Curate and coordinate the 7+ in-house exhibitions at Albany Center Gallery annually: *15-25 hrs a week*

- 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.
- Maintain and manage annual Exhibitions Calendar, ensuring appropriate deadlines are met for ample exhibit promotion and community engagement
- Draft and gather all contracts, w9s, invoices, and paperwork necessary for exhibitions
- Assistance with Exhibits Committee
- Installation for exhibitions
- Put together marketing materials for each exhibition, including social media posts, press releases, and/or signage if relevant
- Document, manage, and organize photos taken of the exhibition
- Printing and designing of labels, nametags, exhibition booklets, award certificates, etc.
- Update and manage web pages for exhibitions
- Other exhibition related tasks as assigned

Gallery maintenance: Manage the physical Gallery space: *5 hrs a week*

- Responsible for Gallery upkeep, maintenance, cleanliness
- Answering phone calls and listening to voicemails daily
- Preparing space for exhibitions, as well as related events (i.e. Artists' Receptions, Artist talks, drop off/pick up, etc)
- First point of contact for guests entering the Gallery, greeting, processing art and merch sales

Essential skills: *(if you thoroughly enjoy all these, this job may be for you!)*

- Interest in art and artwork
- Proactive problem-solving
- Attention to detail
- Time and project management
- Kind and professional communication (virtual, in-person, and over the phone)

Minimum Qualifications:

- Associate's or Bachelor's degree in Visual Art, Arts Administration, or related field and/or minimum of 2 years of related experience in an art gallery or non-profit art space
- Interest in art and respect for artwork
- A passion and connection to Albany Center Gallery's Mission, Vision, and Values
- Exceptional attention to detail and organizational skills
- Superb interpersonal and customer service skills to work with key audiences including patrons and artists
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Strong understanding of curatorial process in a gallery
- Strong knowledge or willingness to learn how to install artwork
- Prior experience with handling artwork and fragile items
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint) and Google Drive Suite (Docs, Sheets, etc)
- Ability to communicate and work well with others of varying skills and knowledge
- Ability to work independently or collaboratively on assigned responsibilities
- Ability to work in a fast-paced environment

Preferred Qualifications, Skills, and Abilities:

- Ability to handle power tools and be on ladders
- Prior experience with an art gallery or non-profit art space
- Past experience with the curation process of exhibitions

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, ability, age, veteran status, etc.