



**Position Title:** Gallery Coordinator

**Reports to:** Gallery & Programs Director

**Category:** Exempt, Part-Time

The Guild of Artists & Artisans (The Guild) is looking for a motivated, creative, and organized individual to join their team as a part-time Gallery Coordinator in Gutman Gallery. The Gallery Coordinator provides support to the Gallery & Programs Director with day-to-day gallery operations, specifically in the areas of customer service, artist liaisonship, gallery exhibitions, general gallery maintenance, events, and program development.

### **Mission**

The Guild of Artists & Artisans is a non-profit, membership association of independent artists founded in 1970. Its mission is to promote community awareness, understanding and appreciation of the visual arts and to maintain a support network for artists, which provides educational, mentoring and marketing opportunities.

### **Compensation**

Part-time hourly rate, \$15/hr

### **Schedule**

15-20 hrs per week

A typical work week will be 2-3 days to be scheduled Wednesday-Saturday

### **Roles and Responsibilities**

- Assist with day-to-day gallery operations
- Manage the gallery during open hours, run sales, assist with general gallery maintenance
- Represent The Guild and Gutman Gallery in a professional and welcoming manner and provide impeccable customer service to gallery patrons
- Serve as an artist liaison and assist with artwork intakes and pick-ups
- Assist with the development and coordination of events and programs

- Assist with the coordination of gallery exhibitions, including, but not limited to, preparing jury slides, installing exhibitions, deinstalling exhibitions, creating artwork labels, etc.
- Assist with managing the gallery shop, which includes, but is not limited to, data entry and organization, uploading new work and maintaining the online gallery shop, etc.
- Take a leadership role in the coordination of Gutman Gallery's annual Holiday Artist Market
- Carefully handle artwork
- Assist with The Guild's six annual art fairs as necessary

### **Required Qualifications**

- Must have a passion for the arts
- Experience working in a gallery, customer service industry, and/or non-profit environment is a plus
- Ability to occasionally lift up to 30 lbs
- Excellent written and oral communication skills
- Ability to work well both on a team and individually
- Ability to interact effectively with staff, membership, customers, the board of directors, and volunteers
- Meticulous attention to detail and strong eye for design
- Must be able to work a 15-20 hr/week schedule, including some evenings and weekends
- Strong interpersonal and leadership skills
- Demonstrated organizational and multitasking skills
- Proficiency in common computer applications including Word, Excel, and Google Docs or similar programs

**To apply** for this role, please email your resume and cover letter to [elizabeth@theguild.org](mailto:elizabeth@theguild.org) by July 25, 2022.

**The Guild EEO Statement:** The Guild of Artists & Artisans is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. The Guild stands in solidarity with its artists, partners, volunteers, and patrons against racism, inequality, violence, and fear. We are committed to creating spaces that foster inclusion and equity, and allow everyone to be seen and heard.