



## **Job Announcement – Gallery Associate**

Carbon County Arts Guild & Depot Gallery is looking for a **Gallery Associate** to play a versatile role in keeping up the day-to-day operations of a well-established non-profit art organization. If you enjoy the visual arts, working with the public, marketing, and being part of a creative environment, this position is one to consider.

The successful candidate will greet visitors, conduct retail sales, organize meetings with artists, install art, maintain displays, and manage membership records associated with the retail gallery space. In addition, the Gallery Associate will help in marketing efforts and work closely with the executive director on changing exhibitions, special events, volunteer projects, and other administrative work.

### **Essential Duties and Responsibilities and Expectations**

- Build connections with the artists and the community.
- Provide excellent customer service.
- Work closely with artists and consignors as related to the daily operation of the retail sales gallery, inventory, displays, promotion of the Guild, and membership.
- Complete special projects as assigned.
- Conduct regular inventory of retail sales gallery art and consignment pieces.
- Maintain accurate records of incoming and outgoing inventory on point-of-sale system.
- Prepare information including artists bios, barcode labels, and wall tags for monthly exhibitions and retail sales gallery.
- Assist with installation and de-installation of exhibitions.
- Be able handle all art and objects that are delivered, on loan or commissioned to the Guild
- Possess working knowledge of proper storage techniques.
- Perform clerical duties, answer phone, handle inquiries, maintain files, assist with mailings and complete data entry tasks in a timely manner.
- Provide updates on consignment agreements and membership accounts.
- Process membership, class registration, event sales, and special event ticket sales.
- Assist executive director to gather information to publicize events, exhibitions, and sales gallery (flyers, posters, social media, website, and newsletters.)
- Organize Guild displays to assure that artist's work is presented in best manner possible to encourage sale of goods.

**Minimum Qualifications (Experience/Education):**

*[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below.]*

1. A passion for art.
2. 2+ years' experience working in retail sales support position and preferably in a gallery, museum, or arts-related organization.
3. Bachelor's degree in with emphasis in business, art education, education, fine arts, or marketing.

Hours: 15-20 hours per week; more hours may be available during busy season.

Flexible hours: required for evening, after-hours and weekend events.

Time off benefits: PTO, paid holidays

Compensation: starting \$15 per hour DOE

**TO APPLY:** In the email subject line type: Gallery Associate Application.

Send a resume, cover letter and 3 professional references to the Executive Director at:  
[kkapalka@carboncountydepotgallery.org](mailto:kkapalka@carboncountydepotgallery.org)

Position is open until filled.