

Job Description
Office Administration/Gallery Assistant
June 2017

POSITION DESCRIPTION Summary:

Office Administrative/ Gallery Assistant

The Office Administrative / Gallery Assistant position is designed for persons with an interest in visual, performing and cultural Arts. Provides strong office/ moderate gallery administrative assistance to the Madera County Arts Council as part of a nonprofit which through their Executive Director serves a Board of Directors, the county, city and school districts and community partners of Madera as the designated county arts council. The position may require evening and weekend hours.

EXPECTATIONS OF EMPLOYEE

- Adheres to arts council policy and procedures.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.
- Meets arts council productivity standards.
- Maintains confidentiality as it relates to the task at hand.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:

- Answer telephones, greet and answer any questions from public, gallery member artists and guests.
- Open and distribute incoming/outgoing daily mail including trips to USPO.
- Post and acknowledge membership receipts to database.
- Track daily attendance/inquiry.
- Attend required employee staff development meetings/programs.
- Maintain non program office supplies.
- Maintain general cleanliness of gallery space.
- Provide assistance for installations and de-installations.
- Preparing gallery space for exhibition.
- Maintaining gallery space during exhibition.
- Input data into various spreadsheets databases.
- Copy materials as requested.
- File appropriate paperwork.
- Receive, Transport materials (primarily artwork)
- Retrieve materials (primarily artwork)
- Complete accurate timesheet and submit for approval in a timely manner.
- Other duties as deemed necessary by the Executive Director.

SPECIAL EVENTS/PROJECTS:

- Administrative Office / Gallery Assistant may be asked to monitor an opening during the day or evening, including set up and take down of chairs, tables, and other equipment. If installation occurs during an Administrative Office. /Gallery Assistant shift, the Assistant is responsible for assisting in whatever means necessary. These tasks may include: heavy lifting and moving of objects, installing hanging material, moving pedestals, patch and paint, printing and hanging wall text and labels, preparing marketing materials.
- Along with the daily duties of monitoring a gallery space the gallery assistant will have a specific project. Examples of such projects include: designing preliminary marketing and social media material, practicing museum standards, basic database upkeep, photographing the collection and exhibits, updating website.
- Work with Executive Director on the final selection of works for future exhibits. Communicate and schedule appointments with exhibiting artists. Work with art gallery team on the execution of upcoming exhibitions and provide gallery reception. Act as an installation coordinator for the set-up and hanging of exhibitions. Monitor and keep track of supplies and the supply budget. Manage day-to-day operations. Assist in staffing gallery during business hours.

KNOWLEDGE, SKILLS & ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Special qualifications: Basic office skills; Creative aptitude; Good communication skills; Accuracy and timeliness in performing assigned duties/ability to meet deadlines; Detail and team oriented, yet able to work alone when necessary;

Education and / or Experience:

Associates of Arts Degree or Bachelor of Arts or Fine Arts Degree in a fine art or commercial discipline a plus.

Communication/ Language: Requires effective oral and written communication skills, and basic interpersonal skills. Ability to read and comprehend simple instructions, correspondence, and memos in traditional and electronic medium. English/ Spanish Bilingual skill a plus.

Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, artists, the public and other employees of the organization. Editorial and proof skills a plus.

Mathematical: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Draw and interpret bar graphs a plus.

Reasoning -- Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

Computer Literacy / General Office Equipment: Proficiency in Microsoft Word, Excel Microsoft Office 365 (Cloud concept) required. Access, Quickbooks and Adobe Creative Suite is a plus. Ability to use and facilitate social media applications such as, Facebook, Twitter, Constant Contact, Instagram, Mail Chimp. Website literacy with regards to updates and facilitating of website management tools a plus. Ability to operate facsimile, scanning, and copy machine.

PHYSICAL DEMANDS / WORK ENVIRONMENT

Regularly: Sit, Talk, and Hear

Frequently: Use hands to finger, handle, or feel. Reach with hands and arms.

Occasionally: Stand and walk. Stoop, kneel, crouch, crawl. Climb or balance. Lift and/or move up to 50 pounds. Vision: Close vision. Ability to adjust focus. Noise: Quiet to Moderate to Loud (Gallery Reception)

Stress: Moderate to Intense at times.

Environment: Very Dynamic -Medium to Fast pace.

SUPERVISOR The Administrative Office / Gallery Assistant reports directly to the Executive Director and is considered the direct assistant to the ED. In the event that the Director is unavailable, Administrative Office / Gallery Assistant reports to the President and/ or vice President of Madera County Arts Council. All incoming and outgoing communication to the Board of Directors is primarily through the Executive Director.