

## **Gallery Associate**

Sangre de Cristo Arts and Conference Center

Hourly, non-exempt, part time

Health and other benefits available

### **Job Summary**

Under the direction of the Director of Archives, Collections and Exhibits, the primary duties of a Gallery Associate are to assist and direct guests throughout the Arts Center in a professional and knowledgeable manner, to guard against and prevent theft or damage to the art and the Arts Center's property. As an integral part of the Sangre de Cristo Arts Center's team, Exhibitions Associates also assist with installation, deinstallation, and preparation of exhibits, Arts Center events (such as Festival Fridays and exhibition openings,) and other duties as assigned. Weekends and evening schedules are to be expected.

### **Primary Duties**

Greet & monitor guests in Helen Thatcher White Galleries

- Educate guests about proper gallery behavior as needed

- Provide intensive and accurate information about exhibits to guests

- Circulate throughout the gallery areas during shift

Check and record condition (including missing pieces) of artwork in galleries

Check that labels are accurate and in good condition; level hanging artwork if necessary

Dust, clean displays, vacuum gallery carpets utilizing preventive conservation techniques

Attend departmental meetings and training sessions

Attend staff meetings

Research exhibit-related topics and update personal and gallery information binders

### **Secondary duties as assigned may include:**

Assist with installation and deinstallation of exhibits as needed

Assist with Arts Center events such as Festival Fridays, Annual Gala , First Fridays, private events, as needed

Participate in cross training on Welcome Desk

Other duties as assigned

### **Qualifications**

The requirements listed are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

- General knowledge and appreciation of art and art history

- Ability to remain good-natured while enforcing museum policies with guests

- Good technical dexterity and an extreme eye for detail and craftsmanship

- Basic computer knowledge (email, ability to research topics online)

- Knowledge of or demonstrated willingness and ability to learn accepted museum standards for the care, handling and exhibition of artifacts and artworks.

- Ability to follow oral instructions

- Ability to establish and maintain positive working relationships with co-workers

- Ability to communicate effectively both orally and writing in English