

Artlink - Gallery Assistant

Part-time

Hours

10-15 hours/week

Hours will vary based on exhibition and event schedule

Artlink is looking for an enthusiastic gallery assistant to assist the Gallery Coordinator in the production, installation and promotion of exhibitions, art openings and gallery events. Gallery assistants work alongside the Gallery Coordinator during exhibition setup and tear down, event setup and tear down, as well as maintaining the gallery's aesthetic, and interacting with gallery patrons, artists and guests.

Responsibilities

- Exhibit setup and tear down
- Exhibit prep
- Review of exhibition pitches and call for artists
- Assist with special projects
- Assist with special events such as live storytelling events, ticket sales and event setup
- Assist in gallery maintenance
- Assist in gallery communication both internal and external such as press releases, promotions and social media.

Matt@artlinkfw.com