



### **Job Description- Weekend Gallery Associate**

The Gallery Associate will be responsible for supporting the day-to-day operations of our open gallery hours and will provide support with special event prep as needed.

This includes overseeing volunteers in the gallery and providing staff support as needed with gallery floor coverage, retail, or troubleshooting issues during our open hours. Additionally, as time allows this position will support basic communications or prep work for upcoming installations, provide program logistics support with materials prep or email and phone communications, and trouble-shoot issues related to gallery, courtyard, or storage spaces.

We are looking for someone who is passionate about interfacing with our community, volunteers, partners, and artists. Ideal candidates have previous customer service experience, experience working in a gallery, and experience supporting programs and events.

#### **Essential Duties and Responsibilities:**

- Interface with the public and volunteers to support the daily functions of the gallery. This includes open and close of the gallery, managing retail while on duty and providing support to volunteers as needed.
- Maintaining a clean environment in our gallery, bathrooms and kitchen. This includes regular sweeping, mopping, and cleaning.
- Maintaining the overall beauty and aesthetic of our space including regular trash pick up in the park and watering of plants as needed.
- Support of administrative and outreach tasks. This may include social media posting at the direction of fellow staff, e-news mailings, or printing.
- Assist with communications regarding the current and future artwork in the gallery.
- Package art as needed for exhibits and gift shop at the direction of fellow staff.
- Support volunteers in the gallery and fill gaps in shifts as needed.
- Provide support with event or program logistics as needed, including post-event clean up and organization.
- Comply with PAFAC safety policies and procedures, as well as any current health and safety guidelines from governing bodies.

### **Desired Skills and Experience**

- Strong communication skills and ability to work professionally with volunteers and the general public.
- Experience with program and event support, scheduling, and coordinating with community partners.
- Self-starter who is flexible and possesses the energy to meet the demands that come with event prep.
- Strong ability to work independently and manage multiple priorities.
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities.
- Demonstrated commitment to diversity, equity and inclusion.

### **Additional Requirements:**

- Availability on weekends
- Proof of vaccination will be required
- Reliable transportation

### **Compensation & Benefits:**

- 16-20 hours per week. **(Includes Saturday and Sunday shifts)**
- \$18 per hour
- PTO will be accrued at a full-time rate of 4.615 hours bi-weekly and will be pro-rated to reflect the number of hours worked.

**To Apply:** Please send your resume and cover letter to [christine@pafac.org](mailto:christine@pafac.org).

*Port Angeles Fine Arts Center is an equal opportunity employer. We prohibit discrimination against, and harassment of, any employee or applicant for employment because of race, color, religion, sex, gender, pregnancy, genetic information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable state or federal law.*