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**Gallery Assistant**

Position Listing Statement

NIAD is an organization that aims to be artistically relevant and culturally inclusive. As an organization we deliver these aims through our operations activities as well as through the three programs we offer: NIAD’s Virtual and 23rd Street Studios, Community Programs, and Art Marketing and Partnerships.

NIAD’s Art Marketing and Exhibitions Team represents NIAD Studio Artists in all aspects of art sales. Art Marketing manages on-site and off-site gallery exhibitions; oversees inventory processes; coordinates licensing and purchasing of art in NIAD’s online, on-site, and off-site venues; develops marketing and communications to continually broaden NIAD’s audience; and stewards partnerships around visibility of NIAD Studio Artists’ work. Our very active team aims to deliver an exceptional experience for new and existing collectors and audiences, our artist community and their care providers, our highly collaborative staff group as a whole, and our many partners. The Gallery Assistant works closely with the Gallery Programs Coordinator and Exhibitions and Collections Associate, as well as NIAD’s Art Marketing Director.

In every position, we aim to support NIAD’s continued growth and expansion. As the organization realizes the vision of our artists and wider community, our Art Marketing team maintains a vital stream of income for NIAD’s highly diverse group of artists and audiences, and expands visibility for these stakeholders in the highly competitive artworlds where their art helps define the contemporary. As such, we want to ensure representation of the communities that we serve, both in terms of diversity within our teams, and in generating engagement and involvement from people who have been historically under-represented, including new staff.

NIAD supports inclusivity and visibility in all areas of our working practices and spaces and wants to make sure that opportunities are accessible in all ways and that all voices are truly heard and contribute to our future. We actively encourage individuals from marginalized groups to apply, in particular those from traditionally under-represented groups, e.g., people with disabilities, BIPOC and LGBTQIA+ candidates.

If you require any accommodations in order to most effectively participate in the application process, please contact Ingrid Alonso-Rodriguez, admin@niadart.org, or 510 620 0290. To apply for this position, please direct your cover letter and CV or resume to admin@niadart.org.





| **Job title** | *Gallery Assistant* |
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| **Reports to** | *Gallery Programs Coordinator, Exhibitions and Collections Associate, Art Marketing Director* |

**Job purpose**

The Gallery Assistant works with NIAD’s Art Marketing Team to ensure smooth functioning of all aspects of exhibition activities at NIAD.

**Duties and responsibilities**

**23rd Street Galleries**

Support the Art Marketing Team in producing exhibitions at the Art Center and satellite venues:

* Assist with install/deinstall of shows at NIAD Art Center, often working with outside organizers.
* Assist in creating price sheets and online collections for all exhibitions.
* Maintain wall surfaces at NIAD and offsite venues.
* Assist in preparing back end of art receptions at the Art Center, procuring food and beverages, coordinating deejay or band, set up and takedown before/after each event.
* Assist in installing and deinstalling exhibitions at satellite venues.
* Support communication with Community Programs staff to ensure artist attendance at exhibitions-related events.
* Support public programming for exhibitions in NIAD’s 23rd Street galleries.

**Inventory/Art Sales**

Support the Art Marketing Team in maintaining records for inventory and art sales:

* Assist in processing work for sale once it is received from the studio – ensure work is in good condition for sales, research titles, and assign inventory numbers.
* Assist in photographing works of art for inventory as well as maintaining the art in storage.
* Assist in creating and filing hi-res jpegs of all current NIAD artworks.
* Assist in sorting down recent art.
* Maintain organization of artwork storage spaces and flat files.

As a member of the Art Marketing Team, provide support for art sales:

* Receive and assist gallery visitors as needed, process in-person sales, and track online sales.
* Provide inventory numbers and data on sales to Art Marketing Team to ensure inventory records are up to date.
* Assist in entering all art sales in database.
* Assist in producing sale of art reports for individual artists, reconciling Quickbooks and Salesforce reports with Shopify, PayPal/invoice, and in-person purchases.
* Assist with preparing artworks for shipping, and coordination with bookkeeping to record shipping costs.
* Assist in communicating with NIAD’s Community Programs and Accessibility and Communications Specialist to maintain records of artists’ appearances in online, on-site, and off-site exhibitions.

**Qualifications**

* Experience with power- and hand-tools.
* Familiarity with e-commerce platforms, Salesforce, Quickbooks, image editing software, data entry and database maintenance, and point of sale applications.
* Telephone and email etiquette; ability to manage multiple tasks and projects at once and willingness to reorganize priorities when necessary.
* Experience with digital photography.
* Spanish or another language is preferred but not required.
* Driver’s license and transportation are preferred but not required.
* Love and knowledge of contemporary art and artworld.
* Willing to try new ideas and recognize when something is not working.
* Exceptional time management and ability to meet deadlines both independently and as a part of a team.
* Ability to work flexible hours including some weekend and evening hours.
* Ability to work collaboratively with others.

**Working conditions**

This is an hourly position at 12-15 hours a week, Tuesday - Saturday, scheduling to be determined upon hire.

A background check and TB test are required.

Due to the licensing requirements for adult day programs, COVID vaccination, including boosters, is required for all NIAD staff members.

**Physical requirements**

Computer work, some lifting (up to 40 pounds), use of event equipment and tools.

| **Approved by:** | *Amanda Eicher, Executive Director* |
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| **Date approved:** | *3/16/2* |
| **Reviewed:** |  *2/23/23* |