



Glen Echo Park Partnership for Arts & Culture seeks a part-time, seasonal Summer Exhibitions Assistant. We are looking for a detail-oriented individual to work closely with our exhibitions team in support of our annual Labor Day Art Show public programs and exhibitions. The ideal candidate will have experience in administrative support, visual arts, galleries or exhibitions, and communication with the public. This position is onsite at Glen Echo Park.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.

Job Title	Effective Date
Summer Exhibitions Assistant (Part-Time, Seasonal)	Mar 21, 2025
Department	Reports to (Position)
Exhibitions	Exhibitions Manager

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Seasonal/Temporary	Part-time 16-20 hrs/wk	Non-Exempt	Hourly	\$18-\$20/ hour

### Work Schedule and Hours

This is a part-time seasonal on-site position. Regular hours are weekdays (Tuesday-Friday), approximately 16-20 hours per week starting mid May through late September 2025. Some evening/weekend hours required for special events. **Must be available to work onsite during installation of The Labor Day Art Show (week of August 25) and during the show (August 29 - September 1, 2025).**

### Duties & Responsibilities:

- Support production of the annual Labor Day Art Show on view August 29 - September 1, 2025 including but not limited to assisting with data entry, production of artist directory, installation/deinstallation, and other show related tasks
- Act as main point of contact for artist participants, and ensure clear communication of show requirements
- Work closely with Exhibitions Manager on volunteer recruitment including scheduling artists, assigning tasks, and ensuring adequate volunteer coverage during installation week
- Assist with production and exhibition installation of shows in the Park's three galleries
- Staff special events during the summer at Glen Echo Park such as first Friday event Art Walk
- Provide administrative support as needed to exhibitions and programs team

### Supervisory Responsibilities

None

## Required Skills & Abilities

- Excellent organizational and project management skills
- Ability to work independently
- Graphic design skills; Canva preferred
- Excellent computer skills; Macintosh experience required
- Thorough knowledge of Microsoft Office, including Microsoft Excel and Word
- Excellent written and verbal communication skills
- Fluency in spoken and written English required

## Education and experience

- Bachelor's or graduate degree or equivalent
- At least two years related experience, preferably in a nonprofit organization, museum or gallery
- Interest in or background in exhibitions, visual art and cultural programs strongly preferred.

## Physical and Other Requirements:

- Must be able to sit at a desk and work on a computer for prolonged periods of time
- Must be able to lift and move up to 40 pounds and walk throughout the Park for program support.
- Have reliable transportation
- Be on-time and consistent in reporting to work during hours listed above
- Act professional and courteous at all times
- Maintain a professional demeanor
- Act as an excellent representative of the Partnership

## To Apply

With "Summer Exhibitions Assistant" in the subject line, please send resume and cover letter to: [jobs@glenechopark.org](mailto:jobs@glenechopark.org).

Applicants may be asked to demonstrate their skills or ability to perform the tasks required for this position during the interview process. Employment is contingent on a criminal background check.

## Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email [jobs@glenechopark.org](mailto:jobs@glenechopark.org). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.