



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

About the Job

Glen Echo Park Partnership for Arts & Culture seeks a part-time, seasonal Summer Exhibitions Assistant to join our Exhibitions team and report to the Exhibitions Manager. 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.

About Glen Echo Park Partnership for Arts and Culture and Glen Echo Park

The Glen Echo Park Partnership for Arts and Culture (Partnership) is the nonprofit manager of historic Glen Echo Park (the Park), a unique multidisciplinary arts and culture center located in Montgomery County, MD. Glen Echo Park is home to a community of artists and is jointly managed through an agreement between the National Park Service, Montgomery County Government, and the Partnership. Our mission is to present vibrant artistic, cultural and educational offerings at Glen Echo Park and promote the Park as a unique destination for our region's diverse population. We strive to inspire creativity and offer shared artistic experiences in a welcoming historic and natural setting within a National Park. The Partnership works alongside resident and non-resident artists and organizations to curate a rich calendar of events, classes and activities for the Park's 300,000 annual visitors by directly and jointly presenting public programs and providing centralized marketing, administration, and other services. The Partnership is led by a dedicated Board of Directors and staffed by a passionate team of employees.

Job Title	Posting Date	Closing Date
Summer Exhibitions Assistant (Part-Time, Seasonal)	Mar 17, 2026	Apr 10, 2026

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 temporary position working 16-20 hours per week onsite starting mid May 2026 and ends late September 2026. Regular hours are Tuesday-Friday. Some evening/weekend hours required for special events.

This position is required to work during installation (week of August 31) and The Labor Day Art Show (September 4-7). During this period, anticipated hours will increase to 25-35 hours per week. **Must be available to work onsite during installation of The Labor Day Art Show (week of August 31) and during the show (September 4-7, 2026).**

Benefits

- Eligible for Montgomery County Sick and Safe Leave (1 hour sick leave accrued for every 30 hours worked)

Duties & Responsibilities

- Support production of the annual Labor Day Art Show on view September 4-7, 2026 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

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.

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. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.