



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

Part Time Gallery Assistant

Bethesda-based arts organization seeks a Part Time Gallery Assistant. We are looking for a knowledgeable and enthusiastic assistant to support several visual arts galleries at Glen Echo Park. The ideal candidate will have experience working in a gallery or similar customer service operations.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site 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.

Reports to the Education Program Manager. Office location: Arcade Building, 7300 MacArthur Blvd. Glen Echo, MD.

Key Responsibilities: Providing sales and reception services for the Partnership's exhibition spaces and engaging visitors with visual arts exhibitions and programs.

Gallery Support:

- Perform opening and closing procedures for Partnership gallery spaces to prepare the gallery for public use and secure it at the end of the day
- Greet visitors to the gallery and provide information about exhibitions, artist background and artwork on display
- Monitor the artwork on display and ensure that it is not handled and that food and drink are not brought into the gallery
- Provide information to the public about artists and general activities at the Park and direct visitors to locations throughout the Park
- Process sales of artwork and maintain accurate sales records through written receipts and spreadsheet data entry
- Provide sales support for other Park activities and events
- Assist with exhibition installation
- Assist with exhibition opening receptions and other special events
- Maintain mailing list of visitors interested in receiving exhibition information
- Light cleaning/maintenance of gallery space

General Expectations:

- Be on-time and consistent in reporting to work during hours listed below
- Behave professionally and courteously at all times
- Maintain a professional demeanor
- Act as an excellent representative of the Partnership

Hours:

- Part-time position, FSLA non-exempt, hourly position.
- Shifts as assigned during gallery operating hours below plus occasional holidays and special events.
- Regular Gallery Hours are Saturdays and Sundays, 11 a.m. to 6 p.m. (May through September), 12 to 6 p.m. (October through April), First Friday Art Walks, 6 to 8 p.m. (May through September), with seasonal weekday hours to be determined.

Physical and other requirements: Must be able to provide own transportation, including during hours when public transportation is not operating; lift and move up to 25 pounds and walk throughout the Park for program support.

Candidate Requirements:

- Candidates must be 18 years old or older and speak fluent English to engage customers and respond to queries.
- Customer service experience required.
- Interest in or background in visual art and cultural programs strongly preferred.
- Candidate must commit to availability for a minimum of two gallery shifts per month.

To Apply: With "Gallery Assistant" in the subject line, please send resume and cover letter to: gepjobs@yahoo.com. By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.