



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

The Glen Echo Park Partnership for Arts and Culture seeks a Part Time Gallery Assistant. We are looking for a knowledgeable and enthusiastic assistant to support our art galleries at Glen Echo Park. The ideal candidate will have experience working in a gallery or similar customer service operations.

Job Title	Job Posting Date	Closing Date
Gallery Assistant	Apr 18, 2024	June 1, 2024
Department	Reports to (Position)	
Exhibitions	Exhibitions & Gallery Coordinator	

Hours	FLSA Status	Pay Type	Salary Range
Part-time ▾	Non-Exempt ▾	Hourly ▾	\$15-\$16
Job Type	Benefits Eligible	Remote Work Eligible	Emergency Status
Seasonal/Temporary ▾	Sick / 401(k) ▾	No - On Site ▾	Non Essential ▾

Work Schedule and Hours

Shifts as assigned during gallery operating hours plus occasional holidays and special events.
Regular Gallery Hours are Saturdays and Sundays, 12-6pm.

Duties & Responsibilities:

- 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 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 as needed
- 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

Supervisory Responsibilities

None

Required Skills & Abilities

- Proven customer service skills
- Strong interpersonal skills and professional demeanor.
- Must speak English fluently to communicate to engage customers and respond to queries
- Must be punctual and able to commit to availability for a minimum of two gallery shifts per month

Education and experience

- Must be 18 years or older
- High school diploma or equivalent
- Experience working in a gallery or similar customer service operations preferred.
- Interest in or background in visual art and cultural programs strongly preferred.

Physical and Other Requirements:

- Have reliable transportation including during hours when public transportation is not operating.
- Must be able to lift and move up to 25 pounds and walk throughout the Park for program support.

To Apply

With "Gallery Assistant" in the subject line, please send resume and cover letter to: jobs@glenechopark.org. By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

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.

About the Glen Echo Park Partnership for Arts and Culture

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.

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.