

**Position Title: Gallery Assistant /Coordinator**

Reports to: President & Treasurer

Hours: Part-time (approximately 20 hours per week including Saturdays and some evenings.

Compensation: \$12/hr

**Position Overview**

The Gallery Assistant/Coordinator oversees the daily operations of the Perquimans Arts League Gallery and supports the organization's mission to promote the visual arts in the community. This position is responsible for maintaining a welcoming, professional gallery environment; coordinating exhibits and sales; and assisting with programs, events, and member communications. Proficient in using computers, point-of-sale systems, Microsoft Excel, and social media

**Key Responsibilities****Gallery Operations**

- Open and close the gallery; ensure it is clean, organized, and visitor-ready.
- Greet visitors, provide information about exhibits, artists, and upcoming events.
- Manage point-of-sale transactions for artwork and memberships.
- Maintain accurate sales and inventory records.
- Supervise volunteers and assist with scheduling coverage.

**Exhibitions & Artist Relations**

- Coordinate artwork intake and pickup for exhibitions.
- Prepare wall tags, price lists, and artist records.
- Assist with hanging and arranging exhibitions under direction of the Exhibition Committee.
- Communicate with artists about deadlines, policies, and opportunities.

**Administration & Communication**

- Maintain member and artist contact lists.
- Support marketing efforts including social media posts, website updates, and e-newsletters.
- Prepare basic reports on attendance, sales, and volunteer hours for the board.
- Assist with grant-related documentation or event coordination as needed.

**Events & Programs**

- Help organize receptions, classes, and special events.
- Coordinate logistics (supplies, refreshments, signage, setup).
- Ensure a welcoming experience for guests and participants.

**Qualifications**

- Strong organizational and communication skills.
- Customer service and retail or gallery experience preferred.
- Comfortable using computers, point-of-sale systems, and social media.
- Ability to lift and hang artwork and stand for extended periods.
- Dependable, friendly, and able to work independently.
- Interest in or appreciation for the arts.

**Send your resume with a cover letter to [president@perquimansarts.org](mailto:president@perquimansarts.org). No phone calls please.**