

Chandra Cerrito Contemporary is seeking a self-motivated, detail-oriented, and highly reliable professional for the role of Gallery Associate. Must be comfortable with multi-tasking and working independently while contributing to collaborative projects. Please send resumes and inquiries to position@chandraceritto.com.

GALLERY ASSOCIATE JOB DESCRIPTION 2017

GENERAL GALLERY

- Main greeter/receptionist to gallery visitors, answer phone/voicemail, receive mail.
- Occasionally buy office supplies, postage stamps, wine/water for openings.
- Update and enter contacts into Address Book and Mailing List.
- Gallery maintenance—sweep sidewalk; clean floors, walls and windows; empty trash.
- Help staff gallery events.
- Occasionally install gallery artworks that are not part of exhibitions.
- Maintain artwork storage, including proper wrapping and labeling.

EXHIBITIONS

- Inform and remind exhibiting artists of various deadlines and dates; collect all needed artist materials and share with other staff.
- Send Press Releases to press list.
- Update Online Calendar Listings for exhibitions.
- Send Press Releases and/or personalized emails to curators/writers specific to each artist.
- Prepare Exhibition Binder with artist resumes and statements on letterhead.
- Draft Exhibition Checklist.
- Moderator follow up—send artist docs and artist contact information for moderator. Collect moderator bio for talk introduction, as needed.
- Assist with installation.
- De-install and return artworks, patch walls, spot paint.

SOCIAL MEDIA

- Social Media Postings: Facebook, Instagram, Twitter

REGISTRAR

Photography

- Photograph events (installations, openings, artist talks, etc.).
- Photograph and archive exhibitions and other gallery artworks.

Consignments

- Create artist consignment forms for incoming artwork. Update existing consignments for returns. Obtain signatures.
- Maintain and updates Total Consignment database in Excel.
- Assist as needed with consignments to clients or other venues.

Exhibition Archives

- Maintain artwork images with proper labeling and organize/archive in database.
- Archive past exhibition binders and digital exhibition docs.
- Archive press and send artists copies on CCC letterhead.
- Maintain Collector Editions binder sheets and inventory.

SKILLS REQUIRED

- Knowledge of art history/contemporary art and ability to engage people in conversations about art. BA or higher in art history or studio art preferred.
- Ability to handle artwork safely, photography, basic art installation.

Chandra Cerrito Contemporary

- Word, Pages, Excel, Photoshop, Dropbox, Facebook, Instagram, Twitter

HOURS

Approximately 20 hours per week. Gallery hours are Thursday-Saturday 12-6. Installations (one Saturday every 2 months), openings (First Fridays until 8:30), and events may require extended hours.