

# REHOBOTH ART LEAGUE

## Job Description

<b>Position Title:</b>	Gallery Associate
<b>FLSA:</b>	Non-Exempt
<b>Pay status:</b>	Hourly
<b>Reports To:</b>	Exhibitions Director
<b>Direct Reports:</b>	N/A
<b>Date Last Revised:</b>	April 2021

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### **Purpose of the Job Summary**

The Gallery Associate supports the inventory, display and sale of art in the Rehoboth Art League galleries. This position frequently presents the first impression of the Rehoboth Art League's commitment to providing a quality experience for art appreciators and artists who visit the galleries in the region.

### **Key Functions**

- Opens and closes the galleries according to procedure
- Processes sales transactions of art, merchandise, memberships, and classes
- Maintains the appearance of the galleries and replenishes merchandise when appropriate.
- Receives and checks out art inventory and completes the necessary documentation
- Provides basic administrative support to the Gallery including answering phones, photocopying, creating WORD documents, scanning documents, and other tasks as requested
- Records daily traffic into the galleries

### **Key Performance Measures**

- Performance will be measured by evaluating execution of key functions, particularly as related to advancing the strategic goals of the organization.

### **Skills and Competencies**

- Basic knowledge of art and arts media
- Outstanding customer service and skills
- Highly knowledgeable of RAL computer software systems necessary to conduct work
- Comfortable working alone on weekends and Holidays
- Able to work in a flexible work environment
- Able to be punctual, work weekends, and work holidays

### **Physical Abilities and Requirements**

- Sitting throughout the day, working with a computer.
- Repetitive movement on computer keyboard throughout the workday.
- Lifting and moving files, boxes, etc. up to 30 pounds
- Climbing ladders, hanging artwork and adjusting lighting

**Usual tasks and duties include:**

- Open and close the galleries according to procedure.
- Process sales transactions of merchandise and follow all sales procedures when opening and closing the register system.
- Answering the phone at the front desk and transferring phone messages to appropriate voice mail, when not able to transfer, take detailed messages when written.
- Receive and inventory artist's work.
- Check current membership status of all artists that drop off work.
- Maintain the gallery. Associate is responsible for replenishing merchandise, hanging and or rearranging of artwork when needed, cleaning displays and stocking supplies at the front desk such as bags, tissue paper, or boxes.
- Process phone orders, class enrollments, and memberships.
- Open and close the Paynter Studio in season.
- Review all printed material such as local newspapers for any Rehoboth Art League ads, publicity, and or commentary and scan them to the computer.
- Assist Exhibitions Director with show installations.
- Maintain storeroom facility. Properly store artwork.
- Record the number of visitors each day of work.

**Expectations:**

- Find coverage from other Gallery Associates if time off is needed
- Maintain a pleasant and friendly disposition at all times
- Greet all people and make them feel welcomed
- Have basic knowledge of the history the Rehoboth Art League and remain up to date on RAL activities
- Attend RAL training sessions as required

This job description includes, but is not limited to, the duties and responsibilities as noted above.  
The essential functions of this job description are not exhaustive and may be supplemented.