

JOB OPPORTUNITY: GALLERY ASSISTANT AT THE CORITA ART CENTER

MISSION

Corita Kent was an artist with an innovative approach to design and education. By the 1960s, her vibrant serigraphs were drawing international acclaim. Corita's work reflected her concerns about poverty, racism, and war. The Corita Art Center, a project of the Immaculate Heart Community, preserves and promotes Corita Kent's art, teaching, and passion for social justice.

DESCRIPTION:

The Corita Art Center is seeking a part-time Gallery Assistant to support the team. The Gallery Assistant will provide support for all department activities, including exhibitions, guest services, retail, and donor cultivation. In this highly visible role, you will be responsible for conducting tours of the works on display, assisting our collections manager with exhibition prep, providing sales support to our team, and responding to external inquiry as well as participating in our special events. The Gallery Assistant will work approximately 15 hours per week and will report to the Director. Compensation dependent upon experience at a competitive hourly rate. A successful candidate will be passionate about art or art history, as well as being highly organized and personable.

RESPONSIBILITIES:

- Act as the first point of contact for gallery visitors and vendors, including conducting tours of the Corita collection.
- Assist visiting scholars with archival requests and responding to other inquiries.
- Help to update and refresh online gift shop and fulfillment of product mailings.
- Answer and field telephone calls and emails efficiently and confidently.
- Assist with the ongoing organization of the office facility and gift shop, and perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree with 1+ years related work experience in a related role, internship or entry-level position in a gallery, auction house, or art advisory firm is required.
- Maintain poise and professionalism under pressure.
- Strong administrative skills including answering phones, managing email correspondence, responding to public inquiries, and working directly with staff and clients.
- Registrar and art handling experience a plus.
- Must successfully complete a criminal background check.

JOB TYPE: Part-Time

SUBMISSION REQUIREMENTS

Interested candidates should submit applications electronically via info@corita.org. To be considered, applications must include a current resume, a cover letter and two professional references.

If you are interested in this position, please send applications to info@corita.org.