



2540 Barrett Avenue, Richmond CA 94804  
510-620-6772 | richmondartcenter.org

**Job Title:** Gallery Assistant

**Organization:** Richmond Art Center, 2540 Barrett Avenue, Richmond, CA 94804

**Pay Rate:** Starting at \$20 per hour, with an increase to \$22 per hour after a 3 month probationary period, Hourly/Non-exempt

**Job Type:** Part-Time

**Schedule:** This position is 30 hours per week, in-person on-site at Richmond Art Center, Wednesday through Saturday, 9am–5pm

**Supervisor:** Community Engagement Director

**Application Deadline:** Open Until Filled

**About Richmond Art Center:** For over 80 years, Richmond Art Center has served residents of Richmond and surrounding communities through studio arts education programs, exhibitions, off-site classes, and special initiatives for community-wide impact. Richmond Art Center's mission is *to be a catalyst in Richmond for learning and living through art*. Our organizational values - relevance, equity and creativity - guide our programming.

**Position overview:** The Gallery Assistant provides customer service and administrative support at Richmond Art Center, focusing on gallery operations and exhibitions, while also assisting with education, communications, and public programs. As a public-facing role, the Gallery Assistant often serves as the first point of contact for students, artists, and visitors.

### **Essential Duties and Responsibilities:**

- **GALLERY OPERATIONS**

- Assist with program registrations and applications (residencies, calls for artists, etc).
- Open and close the exhibitions daily, including operating special installations such as TVs, projectors, and other equipment.
- Ensure galleries are clean, organized, and well-maintained throughout the day.
- Assist facilitate artwork pickup/dropoff.
- Process and document art sale transactions.
- Assist in the galleries with special events, including opening receptions and artist talks.

- **EXHIBITIONS:**

- Assist in various aspects of exhibition administration, including loan paperwork and contracts.
- Assist with exhibition installation, including gallery preparation, art handling, labels, lights, and signage (training provided).
- Communicate with artists, lenders, partners, contractors, and staff to support exhibition needs.
- Help maintain the exhibition archive.
- Provide support for arts education programs (e.g., classes, workshops, youth tours) that connect with exhibitions.



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- **VISITOR SERVICES**

- Deliver exceptional customer service by addressing inquiries and providing information about classes, exhibitions, and events.
- Assist with class registrations, memberships, and account inquiries in coordination with the visitor services team.
- Manage daily operations, including till procedures, phone calls, visitor tracking, and monitoring facility safety.

Note: These are essential duties, but staff may be asked to take on other tasks as needed. We're a small team, and everyone helps out where they can.

**Skills and Qualifications:**

- *Demonstrated commitment to Richmond Art Center's mission of providing accessible arts education programs that reflect our values and community.*
- Relevant experience or education in fine art or art history (internships, volunteer work, or coursework, etc) is preferred.
- Friendly, collaborative, and comfortable communicating with artists, curators, and staff.
- Familiarity with databases, word processing, and point-of-sale transaction concepts.
- Interest in art handling and exhibition installation (training provided).
- Ability to work with minimal supervision; self-starter and independently motivated.
- Must be able to lift 40 pounds.
- Spanish or other second-language skills are a plus, but not required.

**To apply:** Applications will be reviewed on a rolling basis. Interested candidates should email a cover letter and their resume with subject line "Gallery Assistant" to: [exhibitions@richmondartcenter.org](mailto:exhibitions@richmondartcenter.org)

Richmond Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.