



Gallery Assistant

Blue Line Arts features two on-site exhibit spaces, including the Coker Family Main Gallery, which is used to display artwork by established local artists and the WestPark Workshop Gallery, which is a space for emerging artists and members of Blue Line Arts to share their artwork with the community. Blue Line Arts also curates several off site art displays as a part of the “Art at Work” program at local businesses and city buildings.

Qualifications

- Interest in exhibition design and curation of exhibits
- Strong organizational skills
- Excellent communication skills
- Knowledge of PC computers and the Microsoft Office Suite
- Experience with graphic design, Adobe Creative Cloud
- Strong attention to detail
- Professional demeanor
- Reliable and punctual

Responsibilities

- Facilitate the execution of art exhibits both on site and at the off-site locations
 - Work with gallery staff to plan and design exhibits
 - Paint walls and pedestals before installation
 - Prepare and display all wall labels
 - Handle art pieces, including sculptures, paintings, and other media
 - Assist with lighting artworks properly
 - Package artworks properly for delivery
- Assist in administrative tasks related to exhibits
 - Track packages arriving for display
 - Input artist data for each exhibit
 - Maintain records of art sales
- Cultivate relationships with local artists
 - Represent Blue Line Arts at special events and artist receptions
 - Participate in jury process for WestPark Workshop Gallery exhibit
- Create exhibition related materials & assist with marketing
 - Design postcards, invitations, and posters for display during exhibits
 - Update webpages and online event calendars to promote shows
 - Plan and schedule social media posts and e-newsletters to promote artists and artwork