

BALLROOM MARFA

Ballroom Marfa Gallery Assistant

Position Description

The Gallery Assistant is the first point of contact for the public—including first-time visitors, locals, and donors—therefore has an integral role at Ballroom. This position requires a positive attitude, excellent organization, and strong communication skills. They/she/he are part of a small and dynamic team. They must be an independent thinker and can manage multiple projects at the same time.

The Gallery Assistant ensures visitors and guests have a positive experience while assuring the safety and smooth operations of the exhibition on view. Core duties include greeting visitors and guiding them through the current installation, gathering visitor contact information, logging attendance numbers, retail space upkeep and merchandise sales, answering phones and relaying messages promptly to staff, and keeping the front desk, gallery, courtyard, and back-office orderly. Occasionally, the Gallery Assistant supports events and programs, cares for facilities, and assists with administrative tasks as needed.

This position involves in-town driving to off-site installations and must have reliable means of transportation. Gallery Assistant is a part-time position that includes weekends and occasional evenings. Punctuality is imperative. The hourly wage is \$20 an hour.

Responsibilities

Gallery

- Gallery shifts are Tuesday through Saturday, 10:30 am–6:30 pm. Schedule can be determined.
- Opens and closes the gallery, including turning on and off exhibition media, lights, and security alarms at Ballroom as well as *stone circle*
- Oversight of artworks on view; reports incidents and repairs needed to Operations Deputy and Curator
- Warmly greets gallery visitors and interfaces with the public, visiting guests, artists and donors
- Updates appointment scheduling system (Acuity); maintains and updates visitors attendance data. Periodically adds new events, sets up reminders, ensures all communications are correct
- Sells merchandise in the Ballroom Shop using our POS system; provides information about the editions also on sale
- Answers questions about Ballroom, the exhibition on view, and Marfa in person and email inquiries
- Keeps Visitor's Guide up to date
- Replenishes and maintains printed materials available to the public

- Ensures bathrooms, gallery, back office and retail space are clean, orderly and stocked
- Identifies maintenance issues with exhibitions or gallery facilities to Operations Deputy. Assists with office and facilities administrative tasks as needed
- Takes care of administrative tasks including processing, packing and mailing of online orders; keeping up with physical and online inventory

stone circle

- Opens and closes (and locks up) *stone circle*
- Picks up any trash. If anything looks awry reports to Operations Deputy and Curator
- Activates *stone circle* as needed

Events & Hosting

- Assists with gallery openings and events in conjunction with the Operations Deputy and Director of Development
- Occasional transportation for visiting artists or donors
- In coordination with the Curator, gives gallery tours for art and educational groups

How to Apply

Send a cover letter and CV/resume to opportunities@ballroommarfa.org with the subject "Ballroom Marfa Gallery Assistant." Selected candidates will be asked to provide two references and come in to interview.