

BACKGROUND + OVERVIEW

Wasserman Projects is a flexible arts space, operating under a split for-profit and not-for-profit business model. This position is adaptable for either Gallery Assistant or Manager, to be determined based on experience, responsibilities may be modified. Both roles work closely with the Director/Curator to oversee operations and support the organization's mission. This is a full time, salaried position, working in-person. Typical weekly hours Tuesday-Saturday from 11am-6pm, apart from evening hours for special events, holiday closures, etc.

POSITION SUMMARY

The Gallery Assistant and Manager reports to the Director and supports all aspects of the organization's operations and programming. This position is a public facing role responsible for daily activities and engaging audiences, as well as various administrative and data entry tasks. The Gallery Assistant / Manager is an integral part of the team that serves artists, clients, visitors, vendors, and program partners.

OVERVIEW OF RESPONSIBILITIES

- Operations, logistics, scheduling:
 - Greet visitors and provide helpful information.
 - Answer phones, respond to emails, manage post + parcel deliveries.
 - Maintain and organize all digital and paper files.
 - Manage organizational calendars + assist with scheduling for Director.
 - Maintain and ensure all areas are tidy, clean, and stocked with general supplies.
 - Work with appropriate vendors to ensure IT is functioning properly (phone, internet, security, software, etc.)
- Client and artist relations:
 - Maintain up to date client database.
 - Maintain up to date inventory database, artist, and vendor files.
 - Assist with shipping and delivery logistics.
- Other duties as assigned by Director.

RESPONSIBILITIES IN COLLABORATION WITH DIRECTOR

- Exhibition + Event Support:
 - Manage updates to 3rd party sales platforms with approved content.
 - Assist with generating contracts, invoices, presentations, etc.
 - Coordinate reservations for travel, accommodations, meals.
 - Occasionally support director and install team as needed.

RESPONSIBILITIES IN COLLABORATION WITH DIRECTOR CONT.

- Business Administration Support:
 - Compile list of payables for bi-weekly approval by Director + Owner.
 - Process incoming and outgoing payments as requested by Director.
 - Manage data entry into accounting system.
 - Assist in generating financial reports as requested from accounting system.
- PR + Marketing Support:
 - Manage updates to website as directed.
 - Assist in managing active social media presence (Instagram, Facebook, etc.)
 - Assist in editing / proofread texts for digital + print collateral, publications, grants, press releases.

QUALIFICATIONS, SKILL SETS, + CHARACTERISTICS

Applicant must have bachelor's degree or higher, familiarity with MacOS, Word, Excel, valid driver's license and/or means for transportation. Must be detail oriented, organized, friendly, and professional at all times with exceptional customer service skills.

PREFERRED SKILLS AND EXPERIENCE:

Experience with the following is not required but applicant must be capable of and willing to learn the following: QuickBooks, Adobe Creative Suite, FileMaker Pro or similar, Artsy, and Shopify platforms.

COMPENSATION + BENEFITS

Salary commensurate with experience. Comprehensive health and retirement benefits included, along with 2 weeks paid time off.

TO APPLY

August 21, 2023 is the deadline to apply for this position. Review process will begin on August 22, 2023 and will remain open until position is filled. Email info@wassermanprojects.com with subject line: **Assistant / Manager Position**. Attach the following documents as PDFs:

- 1 Page cover letter addressing relevant experience and interest in position.
- Current resume with 2 references including name, title, email, and telephone.

NON-DISCRIMINATION POLICY

Wasserman Projects is committed to a culture of diversity, equity, and inclusion. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender identification, national origin, race, religion, sexual orientation, economic status, or veteran status. All are welcome.