JOB DESCRIPTION

| **Title** | ASSISTANT GALLERY DIRECTOR | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Assistant Gallery Director supports the Gallery Director in the daily operations and programming at [Organization Name]. This role assists in curating exhibitions, managing gallery staff, and ensuring the smooth execution of gallery events and activities. The Assistant Gallery Director also contributes to marketing, fundraising, and community outreach efforts.

This position is ideal for someone with a strong passion for the arts and excellent organizational skills. The Assistant Gallery Director will work closely with the Gallery Director to help achieve the organization’s artistic and cultural goals.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Assist with curating exhibitions and organizing gallery events.
* Help manage daily operations, including scheduling, staffing, and budgeting.
* Coordinate educational programs and workshops for the community.
* Support marketing and promotional activities for gallery exhibitions and events.
* Assist with fundraising and donor relations efforts.
* Maintain gallery records, including artist contracts and inventory.
* Oversee volunteers and provide support to gallery staff.
* Perform additional related duties as assigned.

**Qualifications**

* Bachelor’s degree in fine arts, art history, or related field
* X years of experience in gallery or museum settings
* Strong understanding of art exhibition practices and trends
* Ability to manage multiple tasks and work in a fast-paced environment

**Core Competencies**

* Excellent organizational and multitasking skills
* Strong interpersonal and communication abilities
* Detail-oriented and creative problem solver
* Team player with a collaborative mindset

**Working Conditions**

* Working hours are typically X hours per week and are generally from [insert time] to [insert time], [insert days, e.g., Monday to Thursday].
* Occasional evening and weekend work required for gallery events
* May involve extended periods of standing and assisting with event setup