



January 13, 2023

Job Title: Visual Arts Assistant

Reports To: Visual Arts Director

Direct reports: None

Position Overview

A part-time, hourly employee, the Visual Arts Assistant works a maximum of 30 hours each week to support the visual arts program in the development and realization of visual arts exhibitions, public art projects, special events, and other Visual Art Department initiatives. The Visual Arts Assistant supports the Visual Arts Director and visiting artists and works closely with contract preparators and the AcA's marketing and development staff to orchestrate the successful launch of visual arts exhibitions and projects.

Focus Area 1: Exhibition Preparation & Project Assistance

Success Statement: The Visual Arts Department works at a fast-pace to ensure the planning and execution of over 20 high-quality exhibitions and special projects each year.

Performance Standard:

- Develop a monthly production schedule for all visual arts exhibitions and projects in collaboration with the Visual Arts Director.
- Communicate effectively and precisely with artists to craft and receive exhibition statements, artwork imagery, and documentation in advance of exhibitions.
- Coordinate artwork delivery and return and maintain necessary loan documentation..
- Under the guidance of the Visual Arts Director, serve as the lead preparator and oversee contract preparators for the successful installation of all exhibitions.
- Adhere to all the safe work practices and ensure the health and safety of all personnel in the exhibition installation environment.
- Adhere to all art handling best practices and ensure the integrity and condition of artworks in the care of the AcA.
- Build pedestals, frame artworks, and provide quality control for Visual Arts audio and video systems, take archival installation photography, and conduct other tasks as assigned.
- Research artists and installation techniques as directed by the Visual Arts Director.

Focus Area 2: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to Visual Arts Director
- b. Attend weekly Visual Arts Department meetings
- c. Serve as a liaison and assistant for visiting artists.
- d. Communicate effectively and collaboratively with the AcA team members to support the successful and timely launch of visual arts projects..



- e. Manage task flow with Visual Arts Director, contractors, and all AcA program directors that rely on support from the Visual Arts department.
- f. Meet deadlines and work swiftly and reliably.
- g. Assist with special projects, as appropriate.

Qualifications

- Demonstrated experience in art exhibition preparation, art handling, and gallery management is required
- Superior computer skills including the use of office programs (Adobe Creative Suite, Excel, Word, Powerpoint, Dropbox, Basecamp) are required
- Superior organizational skills are required
- Enjoy working with artists with diverse backgrounds
- Ability to work in an open office setting
- Ability to work evenings, weekends, and holidays, as needed
- Ability to work well under time pressure
- Experience in visual and performing arts organizational settings is an asset
- Flexibility, autonomy, and superior leadership skills
- Must be a team player
- Bachelor's degree is preferred
- High school diploma is required