



POSITION AVAILABLE

Gallery Assistant

Part-time, hourly, non-exempt

Organization

McEvoy Foundation for the Arts presents exhibitions and public programs that engage, expand, and challenge themes within the McEvoy Family Collection.

Position

McEvoy Arts seeks several part-time gallery assistants to support visitor services and assist in the closure of the Foundation in early fall 2023. The gallery assistant oversees the exhibition space during gallery hours, provides support for programs and events, and ensures an exceptional experience for all visitors. Responsibilities include greeting and assisting visitors, guiding tours, maintaining the professional presentation of exhibitions, tracking attendance, ensuring the safety and security of the artwork, occasional help with setting up and breaking down events, facilitating ticket and merchandise sales, providing administrative and organizational support, and providing additional support to other departments when the schedule permits.

Qualifications

The position requires excellent verbal and written communication skills, basic knowledge of contemporary art, basic administrative skills, and reliable and timely participation. Candidates must be organized and have strong customer service/interpersonal skills and possess sensitivity to a range of social, economic, and cultural perspectives, histories, and experiences. Experience in an office, gallery, theater, and/or museum setting is important. There may additionally be occasional light lifting of packages and furniture.

Schedule

Up to two eight hour shifts available per week through the end of September 2023. Working hours are Wednesday through Saturday, from 10:15 am to 6:15 pm. Additional weekly hours and evening hours are available during periods of installation and events.

Wage

These are temporary, part-time, non-exempt positions. Hourly rate of \$20-25, depending on experience.

Application

To apply, please submit your resume and cover letter to opportunities@mcevoyarts.org. Please include "Gallery Assistant" in the subject header. Positions open until filled. No phone calls, please.

Equal Employment Opportunities

McEvoy Arts is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

McEvoy Foundation for the Arts

1150 25th Street, Building B
San Francisco, CA 94107
www.mcevoyarts.org