

Job Title: Gallery Assistant

The Central Art Gallery at Central Connecticut State University (New Britain, CT) seeks a Gallery Assistant to aid in the daily operations of a busy gallery schedule. The gallery presents three exhibitions each semester of both invited artists as well as faculty and student work. The gallery is open to the public and has a following both within and outside of campus. For more information on the gallery, please visit <https://www.ccsu.edu/art-design/central-art-galleries>

This University Assistant (UA) position is essential for the day-to-day operations of the Gallery. These are the responsibilities of this UA:

- Organize and manage all day-to-day Gallery functions and activities, under the supervisor of the Gallery Director;
- Coordinate and oversee the exhibition schedule and installations in CCSU University Galleries, working with the Gallery Director and other Gallery UA;
- Maintain Gallery records and files; Monitor Budget and Receipts;
- Communicate with exhibiting artists, including acquiring all necessary paperwork, etc.;
- Communicate with vendors in timely manner;
- Assist Art 490: Curatorship professor, as needed;
- Assist in the installation of exhibitions, as needed;
- Coordinate Gallery exhibition marketing and publicity, mailings and electronic media (social media, etc);
- Coordinate preparations for Exhibition opening presentations and receptions;
- Assist other departments with preparations for university-wide Gallery presentations (i.e., panel discussions, meetings, lectures, etc.), as directed by University Supervisor and participating campus faculty and staff;
- Assist with other Gallery needs, as prescribed by the Gallery Director;
- Demonstrate efficient time management and the ability to prioritize the workload;
- Assist in preparing Gallery space for exhibitions, including installations and de-installations; and
- Retrieve material (Artwork).

Schedule expectations:

- Shifts are to be scheduled during gallery hours M-F 1-4pm while classes are in session and additionally as needed to meet exhibition deadlines
- Additionally, remote work will be required throughout the year when classes are not in session
- Shifts will also cover evening and weekend events a few times each semester

To apply, please email a cover letter and resume of relevant job experience to [artgallery@ccsu.edu](mailto:artgallery@ccsu.edu) with subject line "Gallery Assistant Application". The position will be open until filled.