



Curatorial Assistant

Position Summary

The Curatorial Assistant works with the Director, Curatorial & Artistic Programs (DCP) on all aspects of researching, planning and organizing GreenHill's exhibitions and programs.

Reports to: Director, Curatorial & Artistic Programs

Status: Part-time position; weekly hours will fluctuate based on exhibition schedule. Total yearly hours will not exceed 1040.

Salary: Salary discussions are a part of the interview process.

Anticipated Start Date: Early to Mid- July 2017 with anticipated training period of 3-5 days

Key Deliverables:

- Maintain accurate files on exhibition artists, including images, artist statements, CV, inventory forms, contracts, W-9 Forms, contact information, websites and social media sites
- Work with Director, Curatorial Programs (DCP) to plan and facilitate educational programming for The Gallery including First Fridays
- Maintain collegial and effective working relationships with GreenHill artists
- Work under the direction of, and provide direct assistance to, the curator to prepare The Gallery for exhibition installations
- Assist DCP in delivery of Gallery programs

Responsibilities and Duties:

Administrative

- Responsible for sending out contracts, W-9 forms and receiving and filing artist statements, resumes and mailing lists from all artists involved in current and upcoming exhibitions and registering status of reception of these forms. Maintain 3-binder notebooks for each exhibition.
- Evaluate, log and label digital image files. File all received digital images in folders on GreenHill's servers. Locate and supply digital image files as needed for other departments.
- Prepare and send out inventory forms to artists and loan forms to lenders.
- Provide The Shop Manager & Registrar with artist inventory files for entry into the database.
- Assist with reconciling physical inventory with inventory forms upon delivery of works. Verify all inventory information is accurate and complete.
- Work with the DCP and Marketing and Design Guru on developing targeted mailing lists for sales and marketing.
- Assist Marketing & Design Guru with creation of e-blast promotional materials such as Curator Picks through MailChimp platform.
- Assist in creation, organization and occasional writing of program listings for each exhibition.
- Plan and draw up schedules for exhibition installation and de-installation.
- Proof-read text for gallery press and listings.
- Assist in creation of program calendars for grants.

Exhibition Installation & Art-Handling

- Assist in handling artworks and preparing condition reports during unloading/unpacking and repacking/shipping.
- Install wall labels for exhibitions.
- Organize transportation of artwork to and from The Gallery including shipping arrangements for artists and lenders.

- Occasionally act as the transporter of artwork. Pack and return artworks by FedEx, UPS or USPS as needed.
- Assist the DCP with wall and pedestal preparation and installation as needed. Engage in physical work in the gallery space, including moving pedestals and heavy artwork, spackling and painting walls, vacuuming/ sweeping/mopping, and using a tall ladder to replace light bulbs.

Winter Show

- Assist the DCP with the preparation of the annual Winter Show including:
 - Maintaining database of Winter Show artists.
 - E-mailing or mailing letters of invitation.
 - Maintain Jotform contracts and submissions for artists.
 - Following up with artists on submission of contracts, images, resumes and other documents.
 - Managing pick-up and delivery of WS works including works sold and to be shipped.
 - Communicating area carpool information to artists.
 - Generating lists of artists by medium.

First Friday Programming

- Research (with DCP), contact and book First Friday musicians and performers.
- Gather press images, descriptions, and W-9 forms for First Friday performers.
- Put in check requests to Accounting for payment for Artist Talks, First Friday performers and reimbursements.

Open NC Art Review

- Manage submissions and communication with artists for the Open NC Art Review programs.
- Create PowerPoint Slideshows with each artist's submitted images.
- Operate technology on day of the program

Additional Duties

- Assist in room setup and equipment preparation for educational programs including tours, artist talks, digital slideshow presentations, screenings and musical performances.
- Staff receptions and special events as needed.
- Staff Front Desk as needed.

Knowledge, Skills and Abilities

Knowledge:

- Art history and current trends in contemporary visual art
- Organizational management

Skills:

- Facility with Microsoft Excel, Word, and Outlook, Google Drive
- Ability to learn new software and image-handling systems
- Implementation and evaluation of plans, policies and procedures
- Communicate effectively in both written and oral forms

Ability to:

- Work independently and in a team environment
- Exhibit sound judgment in the development, implementation and evaluation of plans, procedures and policies
- Plan, direct and coordinate activities
- Maintain a long term goal and larger picture while paying close attention to details
- Be flexible and adapt to change

Physical Requirements:

- Stand or walk 2-4 hours at one time, up to 6 hours per day; sit for 2-4 hours at one time, up to 6 hours per day

- Lift or carry up to 50 pounds occasionally; lift or carry up to 10 pounds frequently
- Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34-66% of the workday)
- Occasionally bend, squat, reach overhead, kneel, climb ladders up to 12 feet high, lift overhead, weld, push or pull with forces up to 50 pounds (less than 33% of the work day)

Applications are due by May 15, 2017. Send resume and cover letter via email addressing relevant experience, interest in the position, and contact information for at least three references to Edie Carpenter, Director, Curatorial & Artistic Programs at edie.carpenter@GreenHillnc.org. **No phone calls will be accepted.**

GreenHill (legal name Green Hill Center for NC Art) is an equal opportunity employer with a staff of 13. Green Hill Center is a non-profit organization conducting its business with an annual operating budget of \$700,000 and a 23 member board of directors.