GALLERY ASSISTANT
Vermont Center for Photography | 802-251-6051

OUR MISSION

The mission of Vermont Center for Photography is to promote the photographic arts through exhibitions and education, and to stimulate dialogue, encourage inquiry, and communicate ideas using the photographic medium as its focus.

GALLERY ASSISTANT RESPONSIBILITIES

RECEPTION & ADMINISTRATIVE

● Answering and directing phone calls
● Greeting visitors and offering assistance
  ○ Provide information on VCP resources and current exhibitions
● Managing sales and transactions for gallery and PhotoThrift
● Maintaining VCP social media accounts (Facebook, Instagram, Wordpress…)
● Compiling and organizing data for VCP projects such as fundraising campaigns, workshops/classes, membership info, and events

ADDITIONAL DUTIES

● Handling artwork for gallery installations and takedowns
● Pack and ship artwork and photo equipment, prepare documents and labels
● Undertake light cleaning duties within the VCP space

Resumes should be emailed to info@vcphoto.org with your full name as the subject header.
**Requirements**

- Basic to intermediate computer skills. This includes database entry, maintaining websites/social media, completing sales/transactions, and email management. Training will cover any additional software particular to VCP.
- Experience in Adobe programs preferred but not required (*Photoshop / Lightroom*).
- Excellent communication skills. Beyond greeting visitors and helping members, our Gallery Assistant will be reporting to and working closely with VCP’s Executive Director. Giving and receiving feedback will be extremely important among VCP staff.
- Retail or Customer Service experience is not required, but Gallery Assistant should be able to:
  - Stay flexible, to work on their own as well as part of a team.
  - Multi-task while maintaining an organized workspace.
  - Provide a friendly and helpful attitude to visitors, members, and staff.

**Hours & Salary**

- This is a part-time position with the opportunity for growth! The Gallery Assistant position will begin mid-August. Starting rates and hours are:
  - Saturdays & Sundays from 12pm-5pm
  - $15 per hour
  - Complimentary VCP membership

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