

**Job Description for Galleries Assistant**

Applications due by April 9, 2018     Start Date: Approximately May 7, 2018

Crooked Tree Arts Center is seeking a Galleries Assistant for the Traverse City location. Position will average 20 hours each week, and require evenings and weekends. Candidates must have excellent organizational skills, be eager to lead projects, and be friendly and engaging while working with the public. Candidates will work with Excel, Word, Google Documents, and transaction software.

Crooked Tree Arts Center is a non-profit community arts organization with two locations in Northern Michigan. Founded in 1971, CTAC offers a variety of arts programming including visual, performing, and arts education.

The Galleries Assistant will be part of a team presenting a summer of dynamic arts programming, including the Oil Painters of America exhibition, Paint Grand Traverse plein air painting festival, and the Crooked Tree Outdoor Art Fair. Knowledge of non-profit organizations helpful but not required.

**Reports to:**

The Galleries Assistant reports to the Associate Director and works under her direct supervision. The Galleries Assistant will also work closely with the Education Director, board members, and committees. Will also take direction from other CTAC staff.

**Essential Duties and Responsibilities:**

Staffs the front desk, and greets and engages visitors at the Arts Center.

- Art sales, membership, event tickets, and class registration.
- Administers and manages check-in of artwork related to the Oil Painters of America exhibit.
- Assists with hanging and displaying artwork, and inventory management.
- Assists with events, including but not limited to the OPA opening weekend, Outdoor Art Fair, Paint Grand Traverse, and educational workshops.
- Performs other similar and related duties as directed by the Associate Director not requiring materially different qualifications from those described in this document.

**Conditions:**     Candidates must be able to lift 50 pounds or more and have a valid driver's license.

**Knowledge, Skills, and Abilities Required:**

- Superior organizational skills.
- Skills necessary to keep accurate records.
- Skills necessary to communicate effectively with visitors.

**Minimum Qualifications:**

- Applicants with a variety of backgrounds may be considered. Applicant should have experience and relevant knowledge of front desk duties, retail, customer service, and events.

**Compensation:** Hourly position.

**To apply:**

Forward cover letter, resume, and three references to:

Megan Kelto, Associate Director  
Crooked Tree Arts Center  
[megankelto@crookedtree.org](mailto:megankelto@crookedtree.org)

Applications due April 9, 2018.

For more information, visit [www.crookedtree.org](http://www.crookedtree.org).  
Phone inquiries 231-941-9488

###