

# LANESBORO ARTS

## GALLERY ASSOCIATE

Lanesboro Arts is looking for a part-time Gallery Associate to work flexible hours throughout the year. The person who fills this position will gain excellent gallery experience with opportunity for growth. The Gallery Associate will work closely with the Gallery Director.

Lanesboro Arts Juried Sales and Exhibition Galleries are open year-round. Lanesboro Arts is a multidisciplinary arts organization with a passion for engaging a community with art. The Lanesboro Arts Galleries strive to present accessible and diverse works that foster educational opportunities for visitors as well as impacting artists' careers. The Galleries present works that enrich both artist and community by initiating discussion and connection.

### Responsibilities

The person in this position works in the gallery building at 103 Parkway Avenue North. The Gallery Associate works with the Gallery Director in representing artists, as well as the mission and vision of Lanesboro Arts.

- Provide excellent customer service resulting in art sales in gallery
- Keep the gallery clean and display work appropriately, changing displays on a regular basis
- Assist with installation of all artwork and exhibits
- Strengthen and grow relationships and communication with Juried Sales and Exhibition Artists
- Assist with set-up, tear-down, and customer interactions at opening exhibit receptions
- Selling tickets for Lanesboro Arts events
- Management of inventory, data entry, and sales through point of sale system
- Handle cash, credit or check transactions with customers
- Serve as an informational resource for all aspects of the organization to the general public

Lanesboro Arts reserves the right to revise or change job duties and responsibilities at any time. The job description does not constitute a written or implied contract of employment.

### Position Information

This is an hourly part-time position estimated at 15 hours a week with an hourly rate of \$13. This includes some evenings and weekends. Hours vary throughout the year; applicant will need to be flexible.

### Qualifications or Requirements

Ideal candidates have knowledge of art mediums, retail sales experience, organizational skills, some computer experience, high energy, and good social skills. Preferred candidates have experience working in a nonprofit setting and a passion for art, creativity and community development.

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## Overview of Lanesboro Arts

Lanesboro Arts is a non-profit, multidisciplinary arts organization working to weave the arts into the social and municipal fabric of Lanesboro, MN. It offers accessible programs, including visual art galleries, performing arts at the St. Mane Theatre, artist residencies, public art projects, and educational outreach. Lanesboro Arts has a nearly 40 year legacy of serving as a regional catalyst for artistic excellence and educational development in providing diverse art experiences for people of all ages. Lanesboro Arts works closely with local government and cross-sector partners to activate the people and places of Lanesboro, contributing to a national model for revitalizing and sustaining small towns. The community has been recognized by ArtPlace America, Americans for the Arts and the National Endowment for the Arts. Lanesboro Arts' work is centered on the belief that artists and the arts have the potential to transform communities and make positive change across sectors.

## How to Apply

This position will remain open until filled. Ideal candidates will be able to start in or prior to October 2019. Qualified candidates should send a resume, cover letter and three references to Robbie Brokken; Gallery Director at [gallery@lanesboroarts.org](mailto:gallery@lanesboroarts.org). Applications will be reviewed on a rolling basis by the Lanesboro Arts Leadership Team. No phone calls, please. Lanesboro Arts is an equal opportunity employer.