

Gallery Facilities Monitor

Art Works Downtown, Inc, a 501(c)3 corporation, is Marin's leading non-profit art center. Located on Fourth Street in San Rafael, our 40,000 square-foot building houses 4 galleries, 27 art studios, a restaurant, a jeweler's guild, a frame shop, a clothing boutique, a ceramic center, 17 affordable apartments and more.

Position Overview: Art Works Downtown (AWD) conducts a large variety of programs under the management of a small staff. The Gallery Facilities Monitor (FM) position is an on-call position designed to provide reliable and professional help to staff as needed. This position allows the organization to expand our programming capabilities while maintaining security for the physical facilities.

At this time, the primary need is for evening and weekend gallery monitors to interact with the public as a gallery receptionist. Responsibilities will change as the art center moves closer to full re-opening.

Position Responsibilities:

Reporting to the Executive Director and Program Manager:

- Monitor and secure the art center facilities during gallery open hours
 - Open/close the AWD gallery, evenings and weekends required
 - Act as host and receptionist in the 1337 Gallery office
 - Welcome visitors, answer phones, take messages, etc.
 - Perform tasks as directed, such as labeling, data-entry, etc.
 - Monitor gallery to:
 - Ensure the exhibiting artwork is not disregarded or damaged
 - Ensure guests are staying within the gallery location
 - Track attendees
 - Sell artwork, process credit card transactions
 - Responsible for keys and security alarm code to the art center

Qualifications

- Willingness to be available for on-call needs, generally Thursday through Sunday, some evenings required.
- Well-developed interpersonal, organizational, and written/verbal communication skills.
- Strong interest in the visual arts is encouraged.
- Lift up to 40 lbs.
- Responsible, attention to detail, and ability to follow instructions are a must.
- Pre-employment background check required.

Please bring a joyful sense of excellence in all you do along with a passion for connecting the public to art. This is a wonderful chance to join a friendly team and dynamic community gallery/art center.

The FM position is a part-time non-exempt position with no guarantee of hours. Rate of pay is \$18 per hour. Art Works Downtown is an Equal Opportunity Employer.

Please send resume and letter of introduction to: elisabeth@artworksdowntown.org